



St White's Primary School

Lettings

Date of Review: September 2020

Date of Next Review: September 2023

Signed, Chair of Governors:

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Summary of Changes:

Date	Page/ Section	Text Added	Text Removed	Reason & approval
Nov 20	Full policy review			

Background

In order to utilise the School's facilities at times when the School itself is not using them, the Governing Body have agreed that parts of the school buildings and grounds may be let to outside hirers before or after the end of the school day, at weekends and during the holidays.

Letting of facilities currently include main hall, dining hall, and classrooms, subject to clear written information on the use required for the area to be hired, plus any facilities required by the let such as the disabled toilet and school car park. Outdoor areas include the MUGA, playgrounds and amphitheatre during holiday periods, and will be considered for other events.

It is envisaged that lettings will:

- Better integrate the school into the local community
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities which are of necessity under used by the School
- Raise income for the School

Intrinsically, parents may place a level of trust in outside activities which are taking place on the school premises. However, some activities outside school hours may not involve the school at all and therefore it is important therefore to try to ensure that those hiring the premises are competent and safe to do so.

Approval of Requests to Hire

The Headteacher will have the authority to approve requests to hire in normal circumstances. Governing Body approval will be needed where the letting is free of charge or subsidised (see the Charging Policy below).

Lettings are not permitted to any political or quasi-political groups or to any organisations where their objectives are known to be in breach of the School's policy on equality or equalities legislation in general. Alcohol, smoking, drugs & gambling are not appropriate activities on school premises.

The Headteacher and Governors reserve the right to refuse any application for the use of school premises and to refuse access to or remove anyone from the school premises and grounds during an actual letting.

Any members of school staff or governors having connection with a letting must formally declare this, and any declarations should be formally minuted at an appropriate Governor meeting.

All lettings, even those where the letting is free of charge, shall be subject to the school's standard Lettings Agreement which must be signed by the hirer and the Headteacher.

General Booking Conditions of Hire and Responsibilities of the Hirer

The hirer must provide the school with a named individual who the school can contact in the case of an emergency, and who will always be on the premises for the duration of the letting. During the period of the letting, the hirer's named individual will be responsible for following the conditions of booking (as per the letting agreement and any other agreed terms) and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School's Health & Safety Policy (a copy should be made available on request to the hirer) and any other instructions or guidance provided by the Headteacher. It will also be the named individual's responsibility to keep a register of those attending the event/activity, and ensure that School security is not compromised.

The School will provide the hirer with a detailed plan of emergency exits, along with the name and phone number of school contacts in the case of an emergency. A member of school staff will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, and the location of appropriate fire exits, fire extinguishers, evacuation and fire collation points. It will be the named individual's responsibility to ensure that fire exits are not obstructed at any time during the letting.

As the School is a community building, it will be important to ensure that the hirer understands their responsibility to control noise levels and guest behaviour which must not offend other users or local residents.

Any setting up and clearing away time must be included within the hours booked. The start and finish times of the booking are the times that the hirer will be allowed to enter and be required to vacate the school premises.

No equipment will be included automatically as part of the letting. If a hirer wishes to use any equipment, this must be approved in advance as part of the letting agreement, and extra charges may be levied as appropriate.

Hall Capacity

The capacity for the main hall has been agreed as 150. It is essential that the school ensures that the hirer understands that this must not be exceeded.

If other areas of the school are agreed to be let, then the capacity of each area must be established and communicated to any hirer.

Cancellation Policy

Priority will be given to school events and activities, including those of the school's approved PTFA. At the beginning of each term, or before the agreement of any letting, the school's diary will be reviewed to ensure the availability of the venue. Terms and conditions in the letting agreement will give the school the right to cancel any let with not less than 2 weeks' notice. Where the school

cancels a letting, the school will endeavour to agree an alternative date or dates with the hirer. Where this is not possible the school will refund the charges already paid for the hiring. Terms and conditions will stress that in the event of a cancellation where an alternative date cannot be agreed, the Governors shall not be liable for the payment of any compensation whatsoever.

Bookings three months in advance or block bookings will be only be made provisionally and the school will reserve the right for future cancellation.

If the hirer wishes to make a cancellation for an ad hoc booking, two week's notice must be given or the hirer will be liable to pay the full letting fee. For on-going block booking at least one half term's notice must be given that the hirer no longer wishes to continue with the letting. Failure to do this will result in one half term's fees being chargeable.

First Aid

The school will ensure that the hirer understands that they are responsible for first aid, including ensuring the availability of a first aid box, and adequate appropriately trained staff.

Insurance

Whilst insurance cover for damage and theft occurring during a letting is the same as it would during usual school use, the school is responsible for ensuring that reasonable steps have been taken to safeguard valuable items during lettings. To that end, all areas not under hire must be secured when the hirer is on site, including locking all office doors and shutters.

The school must ensure that commercial organisations and formal bodies have their own public liability cover. The hirer must provide evidence to the Headteacher that they have adequate insurance cover in place before a letting can be agreed. It is recommended that Public Liability insurance to the value of £2million is in place for low risk activities (e.g. adult education classes) and £5million for high risk activities (e.g. gymnastic class).

If a letting is being made to an individual, then it accepted that they may not have this kind of insurance cover. In these circumstances, the school's insurance policy (through GCC) extends to cover this liability, but the school, under the terms of this policy, must charge the hirer an additional 10% of the hire fee to cover this extension. A record of any such amounts collected must be maintained.

Charging Policy

The letting of the buildings and grounds is a means by which the school can enhance its budget. The school premises should not be let at a financial loss, as the delegated budget must not be used to subsidise non-school activities. It is recognised that some lettings can 'cross subsidise' other lettings by charging different amounts for different purposes.

All charges will be consistent (i.e. no two groups to be charged different prices for the same circumstances) and rates will be published and freely available. Charges will be reviewed on a six monthly basis and hirers will be given one half term's notice of any changes.

There will be three tiers of letting rates:

1. For commercial or profit making enterprises
2. Subsidised rates for Charitable organisations or recognised youth groups, eg the brownies, scouts etc
3. In exceptional circumstances 'free-of-charge' lettings can be made to what the Governors decide to be community/vulnerable groups.

The governing body must agree in writing, prior to the letting, those groups/individuals granted free or subsidised use.

For commercial/private organisations the rate will reflect the full costs of hiring including administration, premises, caretaking, wear and tear and utilities.

Where bookings are made for 10 sessions or more, a discount of 5% may be offered to reflect the reduced administration and collection costs with longer term bookings.

The school reserves the right to request a deposit from a hirer, based on its assessment of the nature and circumstances of the let. The size of the deposit will be agreed at the time of booking by the Headteacher.

Invoicing and Accounting for Lettings

Income should be collected in advance. For one off events, cash or cheques should be received at least 2 weeks in advance. This will allow cheques to be banked and cleared before the event takes place.

For block bookings, fees will be invoiced and should be paid half termly in advance. If payment is not in accordance with these terms, then the school will reserve the right to cancel the booking.

Receipts will be issued on payment and the receipt number will be noted on the invoice and hire agreement.

In general VAT is chargeable on lettings related to sports activities, but the letting of rooms for non-sporting activities are exempt. Where an extra and separate charge is made for the hire of equipment, VAT is due on that charge at the standard rate. The school must record the VAT element of any income.

Site Supervisor's Letting Fee

The hire of education premises which requires attendance by a site supervisor who is employed at a community or voluntary controlled school will, in all cases, attract a Site Supervisor's Letting Fee. This will vary depending on whether the supervisor will be required to remain on site throughout the

letting.

Protection of the Premises and School Property

To ensure adequate protection of the School premises and property the letting terms and conditions will include the following:

1. Premises will be let as they stand and no alterations or additions shall be made to the lighting, heating, fixtures and fittings or other without the prior authority of the headteacher.
2. All passageways, stairways and exits to which the hirers have access shall at all times be kept free from obstruction.
3. No smoking will be permitted anywhere on the premises or within the grounds of the school.
4. Posters or placards will not be permitted on the premises except on boards provided for the purpose and only with the permission of the Headteacher. No bolts, screws, nails or tacks shall be driven into any part of the premises, neither shall adhesive be used on the walls.
5. No article of any inflammable or explosive character, or any article producing an offensive smell, or any oil, electric, gas or other engine shall be brought onto the school premises.
6. No footwear liable to damage the flooring may be used in the school buildings.
7. No equipment can be brought on to the site without the prior approval of the Headteacher, and electrical equipment will also require a PAT testing certificate.
8. The cooking facilities in the kitchen adjacent to the main hall do not belong to the school and must not be used under any circumstances. (The area must be secured by the Site Supervisor prior to any booking.)
9. Any costs for cleaning will be detailed in the letting agreement, and where such costs are not identified, responsibility for cleaning will be that of the hirer.

At the end of the let, the Site supervisor (or other responsible member of school staff) will ensure that all electrical appliances and lights are switched off and the school secured.

The terms of the letting agreement will state that the hirer will repay to the Governors on demand the costs of repairing or replacing any part of the accommodation or any property in or upon the premises which has been damaged, destroyed, stolen or removed during, before or after the period of the hire. Similarly any additional staff costs resulting from the above must be reimbursed on demand to the school when outside the normal terms of the letting.

Fire and Safety Precautions

A detailed emergency evacuation plan, and contact details will be issued to hirer when the initial paperwork is sent out. The hirer should keep this with them at all times whilst on site as there may be no staff present while the booking is in progress. This relates particularly to weekend sporting fixtures.

If available, the Site Supervisor will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, as well as the location of appropriate fire exits, fire extinguishers, evacuation and emergency drills to ensure the safe evacuation of the school building.

Before the use of the premises the Site Supervisor is responsible for ensuring that:

- a. Escape routes are unlocked and unobstructed internally and externally. All doors are easily and immediately operable from the inside.
- b. Any additional securing of those elements of the school premises which are not to be accessed by the hirer does not impact on the safe evacuation of the premises in the event of an emergency.
- c. Emergency lighting is working satisfactorily.
- d. Fire fighting equipment is available for immediate use.
- e. The hirer is familiar with the layout of the building and the fire escape routes.
- f. The set up of any equipment and/or seating allows sufficient space to enable safe exit in the event of a fire or emergency.

In the absence of the Headteacher, nominated deputy or site supervisor, the person in charge of the let will be responsible for contacting the fire brigade when the alarm sounds.

The hirer should have clear and adequate evacuation procedures set out in the event of the fire alarm sounding and drills should be carried out to practice these. Where parts of the school are hired to outside organisations for regular meetings, then it is also the responsibility of that organisation to also carry out a Fire Risk Assessment, in conjunction with the school. A copy must be given to the Governing Body.

The hirer will be responsible for ensuring compliance with any school provided risk assessments and where appropriate the hirer will be responsible for undertaking their own risk assessments for specific activities.

Indemnity

The Governors will require that hirers indemnify them against all claims, demands, actions or proceedings in respect of goods or clothing or of the death or injury of any person which might occur before, during or after the period of hire, if in relation to or by reason of the hire. If any sports facilities are used or any sports equipment, the school will require the hirer to sign an additional indemnity form.

The hirer will be required to ensure that the premises shall not be used for any unlawful purposes and in every letting there will be implied on the part of the hirer, an undertaking to strictly observe all

statutory provisions and regulations, and to act in accordance with the school's and Gloucestershire County Council's policies and procedures, where applicable. The hirer will be required to agree to indemnify the school, Council or any of its officers for any damages or penalties and costs which may be incurred in consequence of any breach or default in complying with these conditions.

The hirers will also be required to comply with copyright laws and indemnify the Governors for any claims and costs arising out of any infringement of copyright laws. Similarly if necessary, the hirer will be required, themselves, to apply to the appropriate licensing body (e.g. the Performing Rights Society) in the event of any relevant performance.

The publication or transmission of any visual or oral material will not be without the prior approval of the Headteacher.

Rights to Access the Premises

The Headteacher and other authorised members of staff shall retain the right to access the premises during the period of any let.

Breach of Conditions

Where the hirer is in breach of the letting agreement or any other agreed terms and conditions of the let, the school (via the Headteacher or other appointed representative) has the right to cancel the letting agreement with immediate effect. Such a termination shall not release the hirer from any of his obligations under the letting agreement or effect any right or remedy which the Governors may have under the agreement or otherwise. The school shall be entitled to retain any deposit made and to sue for any balance outstanding. In the event of such a cancellation, the school will not be liable for the payment of any compensation.

Where the hirer has a complaint the school's standard complaints policy and process will apply, if the school has a complaint about the hirer, in the first instance the Head Teacher will raise this with the named individual; if the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for the school to take.

Responsibility for Property

The school will make it clear in its terms and conditions that it is not responsible for goods, materials, clothing etc brought into or left in the building or anywhere on the grounds. Any cars parked on the school premises are at the owner's risk.

School Policies

The following Policies and documents will be made available to the Hirer on request:

- Health & Safety Policy
- School Complaints Policy,
- Equal Opportunities Policy
- Relevant Risk Assessments & Emergency Procedures (school & hirer)

- Fire Risk Assessment

Appendices

- Appendix 1: Lettings Application Form
- Appendix 2: Terms and conditions of hire
- Appendix 3: Emergency Evacuation procedure



LETTING NO:

ST WHITE'S PRIMARY SCHOOL

Sneyd Wood Road
Cinderford
GLOS
GL14 3GD

Tel: 01594 822311

LETTINGS APPLICATION FORM

This form should be read and completed in conjunction with the Terms & Conditions document

Applicant Details (to be completed by the Applicant)	
Name of Organisation:	
Invoice Address:	
Postcode:	
Contact Name (Booking Matters):	Telephone No:
Contact Name (Invoicing):	Telephone No:
e-mail address:	

Application Details:

ACCOMMODATION/FACILITIES REQUIRED	PURPOSE OF HIRE	DAY OF WEEK	DATES REQUIRED		TIMES REQUIRED	
			FROM	TO	FROM	TO

DO YOU WISH THE LETTING TO CONTINUE THROUGH THE SCHOOL HOLIDAY? YES/NO

- I, the hirer, agree on behalf of my organisation to be bound by the Terms & Conditions and Rules & Regulations of Hire, as laid down by St White's Primary School.
- I confirm that my organisation holds adequate Public Liability Insurance:-
POLICY NO: _____ **NAME OF INSURER:** _____

POLICY START/END DATES:

(Please provide a copy of your current Insurance Certificate)

- I understand that First Aid cover is not provided by the School.
- I have read, understood and agree to abide by St White's Primary School Terms & Conditions and Rules & Regulations for all users.
- I have read and understood the Compliance with Regulations.

SIGNED: _____ **DATE:** _____

GENERAL INFORMATION

The Governors reserve the right to cancel or move any booking without notice.

1. Cancellations as per Terms & Conditions of booking (overleaf).
2. Clubs will be invoiced in advance and payment is due prior to commencement of the following month's booking(s).
3. Payments will be made direct to Gloucestershire County Council or St White's CP School Fund – full details will be shown on invoices issued.

For Office use only:

APPROVAL DETAILS:

I recommend that this applicant is: Approved/Not Approved

Comments:

SIGNED: _____ **DATE:** _____

Comments:

PAYMENT DETAILS:

Single Payment:	Payment:	Receipt No:
£	1. 5. 9.	1. 5. 9.
	2. 6. 10.	2. 6. 10.
Receipt No:	3. 7. 11.	3. 7. 11.
	4. 8. 12.	4. 8. 12.

ST WHITE'S PRIMARY SCHOOL, SNEYD WOOD ROAD, CINDERFORD, GLOS, GL14 3GD



ST WHITE'S PRIMARY SCHOOL

COVID-19 RESTRICTIONS APPLY (see below)

TERMS & CONDITIONS OF HIRE

GENERAL

1. These regulations apply for the letting of all premises and grounds administered by St White's Primary School. In the case of the use of these premises required by Act of Parliament, these regulations apply so far as they are not inconsistent with the provision of the Act concerned. This act covers the use of school premises for electoral purposes should local or national elections be called.
2. In these regulations, School means: St White's Primary School.
3. Anybody wishing to hire the facilities must be 18 years or over.

PROCEDURE

- 4 All applications must be on the form provided by the School and must be completed in full. Failure to do so may result in the application not being approved.
- 5 Applications will only be accepted for a maximum of 1 year between the first day of September and the last day of August of the following year.
- 6 The hirer must personally sign the Application Form and may not assign or sub-let the premises or grounds hired.
- 7 All lettings must be approved by the School. The hirer will receive confirmation in writing that their application has been accepted.
- 8 The School may cancel any letting at any time; the fee will not be charged for that session(s) or an alternative date will be offered, except in the case of misconduct, in which case a fee will be charged.
- 9 No letting shall be considered approved or any charge confirmed until done so in writing on behalf of the School.
- 10 No person or persons shall use premises or grounds covered by these regulations without a current approved Lettings Form. Any person or persons who knowingly act in contravention of the regulation will be charged at the appropriate rate and refused permission to use any of the school facilities in the future.

CHARGES

- 11 All regular bookings will be invoiced in advance of the booking. All ad-hoc bookings will be invoiced and issued to the hirer with all other paperwork required for completion. There may be instances when the invoice will be issued by Gloucestershire County Council, rather than directly from the school (ie. due to VAT implications). Whether the invoice is raised by the school or GCC, payment must be made in full and in advance of the hire of the facilities (funds must be confirmed as cleared). For non-payment of Invoices over 2 months old, the School may cancel the letting(s).
- 12 Payments should be made, as detailed on the invoice issued.
- 13 Charges will be made at rates which will be determined from time to time by the Finance & Premises Committee and shall be liable to change without prior notification. In cases where the incorrect charge has been quoted, the school reserves the right to charge the correct rate.
- 14 The School requires 14 days' notice of cancellation of a regular session and will charge the hirer for the sessions during this period. Cancellations should be made in writing or by email.
- 15 A minimum of 24 hours' notice is required for cancellation of ad hoc or individual bookings, otherwise the full amount of the hire is due.

CARE OF PREMISES

- 16 The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
- 17 The hirer is responsible for supervision, safety, control, stewarding, admission and removal of those attending.
- 18 The hirer is required to pay the school the cost of making good any damage to property or equipment which may be the result of letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the School for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.

- 19 The electrical and mechanical installations of the premises are not to be supplemented or altered, nor are any specialist equipment such as public address systems, to be installed by the hirer, expect if agreed in advance with the School Business Manager/Head Teacher.
- 20 The hirer will allow access at all times to School or Trust members of staff or their representatives.
- 21 No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the School. Standing on equipment, seats, furniture and window sills, etc. is not permitted.

EQUIPMENT AND ACCOMMODATION

- 22 The School does not provide First Aid medical facilities for hirers, nor does it guarantee access to the school telephone systems for calling assistance during lettings. Hirers should make their own arrangements in this respect.
- 23 Storage facilities for hirers cannot normally be provided.
- 24 Specialist rooms and equipment (including public address systems, stage lighting and piano) are not included in the letting arrangements, unless specifically requested in the Application Form and approved by the School. Such applicants must ensure that a suitably qualified person takes responsibility for proper use.
- 25 Should the hirer require a kitchen area, they should ensure that the preparing and serving of food observes good hygiene practices and all relevant food safety legislation and regulations are adhered to at all times. Where crockery/cutlery is used, the hirer must ensure it is washed and put back into drawers/cupboards, after use. The kitchen must be wiped down and left clean and ready for use. Failure to observe this condition may result in further charges being imposed by the school.
- 26 Where classrooms are used, any furniture that is moved during the period of hire must be placed back in its original position at the end of the hire.
- 27 Chairs and tables installed in the premises may be used by special arrangement with the School, but the School does not undertake to provide suitable chairs or seats for use by the hirers. Any furniture provided by the hirer must be removed immediately after the end of the letting.
- 28 Posters/displays must not be stuck to the wall. Decorations of any kind shall not be permitted other than purely temporary arrangements which require no permanent fixing.
- 29 Chalk, resins or polishing materials may not be used on floors.
- 30 Public areas with the School, ie. main entrance, reception and corridors are not to be used for ad hoc activities.

CONDITIONS OF PREMISES

- 31 Whilst the School gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
- 32 Where facilities booked by the hirer prove not to be available during the lettings, the School will ensure that the proportionate part of the hiring fee is not charged. The School's decision shall be final in respect of any charges not made.

INSURANCE

- 33 It is the responsibility of the hirer to effect whatever insurance he/she considers necessary to cover liabilities.

OUTDOOR FACILITIES

- 34 The Head Teacher will be the officer responsible for the final approval of lettings of the School's facilities.
- 35 The School does not give any guarantee as to the standard of any pitch or field, nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his application and such application will be deemed to be for the particular pitch or field as seen.
- 36 Dirty football boots must be changed and bagged when leaving the school field/before walking through the playgrounds.
- 37 The Site Manager shall deem whether any pitch or field is fit for use, and his/her decision shall be final.

LEGAL REQUIREMENTS

- 38 The hirer shall comply with all legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatres licences and copyright. The hirer shall be fully responsible for obtaining any licence or any other permission required, always providing that no such application shall be made without the prior approval of the School.
- 39 The school is dedicated to ensuring the safeguarding of its pupils at all times. ***It is the responsibility of all hirers to ensure that robust safeguarding measures are in place while hiring out the space.*** In addition, if there is a chance that those hiring the premises will come into contact with children, for example if the hire occurs during school hours, or when children may be present in the school (during after school clubs or extra-curricular activities), we will ask to see confirmation that the hirers have had the appropriate level of DBS check.
- 40 The hirer shall comply with Section 12 of the Children & Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.

- 41 Broadcasting (sound or vision), filming or photographic rights cannot be exercised without the prior permission of the School.
- 42 The hirer will to the best of his endeavour ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups), can be observed at all times throughout the letting.
- 43 The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose 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.

COMPLIANCE WITH REGULATIONS

- 44 Failure by the hirer to comply with any or all of the foregoing terms and conditions and the rules and regulations where application, whether intentionally or not, may be deemed by the School to be just cause for the immediate cancellations of any letting or series of letting.
- 45 Other than where required to comply with statutory regulation in the People Act 1983, the use of the School and the facilities for political campaigning and canvassing is not permitted.

HEALTH & SAFETY

Accident & Injury

The person in charge during the letting must notify the duty member of staff in the event of any accident or injury within immediately. This will be logged in the Accident Book.

Fire Drill & Evacuation

The School 'Duty Person' is in overall control in the event of any emergency. Details are attached.

Hirers using the School premises must make themselves familiar with the emergency procedures which will include:-

- Ensuring that the instructor/supervisor is competent to organise the activity safely and to promote the safety of all persons in their charge throughout the letting. The instructor/supervisor must brief all persons in their charge on fire safety procedures before any activities commence.
- The instructor/supervisor must be aware that he/she is responsible to ensure that all persons in their care evacuate the building in the event of an emergency.
- The fire alarm is a continuously sounding siren – if this is heard the instructor/supervisor must immediately ensure that all the people in their charge evacuate the building. All equipment and belongings should be left in the room or area. There are 'Fire Action' notices throughout the School which summarise the procedures. Please draw attention to these at the start of your letting and advise where the fire exits and nearest fire alarm call points are situated.
- On discovering a fire, the instructor/supervisor should activate the nearest call point break glass and then immediately ensure that all the people in their charge evacuate the building.
- Fire extinguishers are only used to assist in the evacuation from a room or area if the route is blocked by fire – do not try to put out other fires under any circumstances.
- The School 'Duty Person' will ensure that the emergency services are called if required.
- Following an evacuation, the instructor/supervisor will conduct a roll call at the Assembly Point and must notify the School 'Duty Person' of any missing, or suspected missing persons.
- No-one must re-enter the building until the School 'Duty Person' gives the all clear.
- Liaison with the School 'Duty Person' for further guidance on dealing with emergencies.

Hirers must accept that the fundamental principle is that the safety of persons overrides all other considerations and they must be responsible for communicating these procedures to its agents.

ST WHITE'S PRIMARY SCHOOL

COVID-19 FACILITY USER GUIDANCE

INDOOR AREAS	
ACCESS	All access will be through the Sneyd Wood Road entrance only. All visitors to site to follow the 2-metre distance markings/one way system whilst on the school site to access classrooms/indoor areas. A staff club member will greet all visitors at the entrance gate, and will return the child to the same area at the end of the session. PARENTS TO DROP OFF/PICK UP CHILDREN PROMPTLY, WITH NO CONGREGATING ON SITE.
ATTENDANCE RESTRICTIONS	A maximum of 15 children per group currently only allowed, in line with Government guidance. Further, at present only St White's pupils will be allowed to attend for any indoor activities. This will be revised in line with changes in the pandemic restrictions.
HYGIENE	Upon entry to the school, all personnel should wash their hands/sanitise as appropriate. Regular handwashing, and cleaning of areas to be on-going during the period of the letting, paying particular attention to frequently used areas, including doors/handles. All personnel to wash their hands again before leaving the building and returning to their families. Club personnel to ensure the areas are thoroughly washed/wiped down at the end of each day's letting. Keep areas as well ventilated as possible. As far as possible, social distancing should apply. The school will also provide a cleaner to thoroughly clean after the final day of the letting – this is chargeable to the hirer – please ask for information.
TRACK & TRACE	Clubs must follow Public Health England guidance if a COVID-19 case is reported at the facility. Contact details of all in attendance should be made available under the Track and Trace system. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend.
EMERGENCY EVACUATION	Normal evacuation procedures remain in place – full details issued to all hirers in advance of booking date.
RISK ASSESSMENT	The hirer shall provide the school with a detailed Risk Assessment in line with COVID-19 restrictions.

OUTDOOR FACILITIES				
ACCESS	<p>All persons entering/leaving site should follow the social distancing markers at all times. 'Traffic flow' to be monitored by 'adult in charge'.</p> <p>Areas to be restricted and only persons associated with the particular letting in progress to be on site. Spectators to be kept to an absolute minimum and MUST exercise social distancing at all times.</p>			
HYGIENE	<p>On entry to site, hirer to provide hand sanitiser for all to use. These should be used again before leaving site.</p> <p>All equipment to be wiped down at the end of the letting in readiness for the next user.</p>			
TRACK & TRACE	<p>Clubs must follow Public Health England guidance if a COVID-19 case is reported at the facility.</p> <p>Contact details of all in attendance should be made available under the Track and Trace system.</p> <p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend.</p>			
EMERGENCY EVACUATION	<p>Normal evacuation procedures remain in place – full details issued to all hirers in advance of booking date.</p>			
RISK ASSESSMENT	<p>The hirer shall provide the school with a detailed Risk Assessment in line with COVID-19 restrictions.</p>			

