

Lettings Appendix C - Information for hirers of school facilities

1. Introduction

An important part of your agreement with the school is to familiarise yourself with the following areas of Health, Safety, Security, Care of the School and the Charges for the use of facilities. Administrative and Caretaking staff will be happy to assist you on request.

2. Health and safety

Be sure you know the location of fire doors, fire call points, extinguishers, fire blankets and telephone points. It is your responsibility to ensure that all escape routes remain visible, unlocked and unblocked, throughout your use of the building. It is essential you keep a register of all persons on-site for fire purposes. You must complete your own risk assessment for your use of the school's facilities and equipment. You must ensure you have a contact number for the duty caretaker for the duration of your time on-site. For further information please consult the provided school H&S policy and procedures.

3. In case of fire

- Press the nearest fire call point to sound the alarm
- Everyone should leave by the nearest exit and assemble on the sports hall playing surface
- Emergency services should be contacted as soon as possible
- All assembled should be registered to ensure no-one is left in the building
- Fires should only be tackled if they are small/contained and the individual is trained to do so

4. First aid

The school does not provide a first aid facility out of normal school hours therefore the event organiser is responsible for ensuring adequate first aid cover for all persons attending the event. The organiser must provide their own first aid box (this can be hired from the school in advance). All accidents should be reported to the school within 24 hours. In emergency situations the emergency services should always be contacted.

5. Site security

Only required areas of the school will be unlocked for lettings to maintain site security. Should a fire occur fire exits will provide adequate alternatives to evacuate the building without compromising security.

Once the exit door has been unlocked for a let the responsibility for the security of the building(s) is with the organiser of the event. Please monitor all access and egress to the school building(s). All external doors must be constantly manned to ensure no access by anyone not legitimately involved in the event.

At the end of a let the organiser is asked to hand that responsibility for the security of the building back to the caretaker, who will then lock-up and activate security alarms. Failure to tell the caretaker when you are leaving the site leaves the area vulnerable to vandalism and could result in your future use of the premises being prohibited.

6. Respect the privacy of others on-site

We would ask you to be mindful that the bungalows on the school site are private homes. Please respect their privacy and do not restrict vehicle exit routes from either bungalow. Contact with the duty caretaker should only be through the contact phone number provided.

7. Care of the School

The school expects all those who use the premises, both indoors or out, to care for the school environment. This also applies to cars when parking or turning so that grassed areas are not damaged by tyres. Litter should be cleared from all areas of use, and hirers should avoid any marking to internal walls or furniture by use of posters on painted walls or any other means. All external footwear should be removed by those using the Gym and internal Sports areas. If moving chairs or heavy objects within the Hall or Drama Studio please lift chairs to avoid damage to the floor (please ensure all persons lifting have a relevant lifting qualification and that the task has been risk assessed).

8. Charges

Current pricing and conditions of use can be found within the school charging policy available upon request.