



**Lodge Farm Primary School**

## **Lettings Policy**

**Reviewed April 2024**

## **1. Aims of the policy**

The aim of this document is to provide guidance and information on lettings to ensure safety for hirers. Specifically the aim is:

- To safeguard the needs of the pupils within the school above consideration of potential lettings at all times.
- To provide a fair system for determining lettings.
- To maintain a safe and secure environment for all users of the site.
- To ensure the school is well maintained, clean, tidy and ready for use at all times.
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during lettings
- To provide the local community with leisure activities/facilities outside school hours.

## **2. Roles and responsibilities**

The Senior Leadership Team

- To provide strategic leadership of lettings
- To review and agree the lettings policy
- To agree which facilities may be let and any restrictions
- To agree tariffs and charges

The School Business Manager

- To ensure lettings policy and procedures are followed
- To administer all aspects lettings and monitor the success of these, resolving any difficulties or disputes that may arise
- To communicate lettings conditions and procedures to hirers including Health and Safety information and emergency contact numbers
- To take bookings, ensure agreements are signed, deposits paid and ensure invoices are raised
- To ensure deposit refunds or additional charges are processed as needed
- To gain feedback from hirers and ensure action is taken as needed
- To identify any resourcing issues and recruit additional lettings staff if required

The Site Manager

- To prepare the site for a letting including cleaning, heating, lighting (internal and external) and access gates and doors
- To ensure that all aspects of site Health and Safety have been met, such as clear escape routes and up to date equipment certification
- To ensure that the facilities are ready for school use after a hire
- To unlock for a letting and secure the school afterwards, which may include locking/unlocking specific areas and/or switching off electrical equipment and tidying areas ready for school sessions

- To note if a letting runs late, recording overtime and/or additional cleaning when required
- To quality assure the condition of the premises before and after the let through routine checks

### **3. Lettings agreement**

A lettings agreement MUST be signed by both the school and the hirer. This includes items such as access to the building, cleaning, food and drink on premises, licences and permissions, nuisance and disturbance, use of furniture and fittings, use of IT and equipment.

Any breach of the lettings agreement on the part of the hirer may result in the agreement being terminated by the school

### **4. Tariffs and charges**

Tariffs are available upon request and are updated annually.

Charges are agreed with the hirer at the time of booking and are reviewed annually. Special rates may be negotiated for longer term agreements or for booking multiple rooms.

All charges are to be agreed prior to the hire and recorded on the Booking Form.

Additional charges will apply if the hirer overruns the agreed time, uses additional space, causes any damage or for any additional cleaning required.

### **5. Unauthorised actions on premises**

The following are NOT permitted on site at any time:

- Betting and gaming
- Smoking (note: smoking and the smoking of vapes/e cigarettes is also not permitted and if a letting group requires an area for smoking they must leave the school site and stand immediately outside the school gates)
- Firework displays, BBQs and bonfires

### **6. Safeguarding**

Where the school premises are being used for a service which relates to contract with children or vulnerable groups it is the hirer's responsibility to ensure that all staff concerned are subject to the policies of the Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by the [Safeguarding Vulnerable Groups Act 2006](#) and any subsequent Acts pertinent to

the service provided. A copy of the organisation's safeguarding policy must be shared with the school. It is also the hirer's responsibility to ensure that staff, management and volunteers meet the legal and Ofsted requirements for qualifications.

## 7. Health and Safety

Health and Safety is taken very seriously and the aim is for the whole community to remain safe whilst using the school premises. This policy, which can be found on our school website. It is the responsibility of the hirer to advise the school of changes to personnel and to ensure newcomers understand the fire strategy.

### Supervision and security

It is very important that clubs ensure their visitors and participants are supervised at all times and that they remain in the area(s) agreed under the hire agreement. Visitors should therefore not be accessing corridors or classrooms or using other facilities. Any breaches of security or accidents as a result of unauthorised access will be the responsibility of the hirer, and additional charges may apply to use of areas outside those agreed.

Should an accident happen whilst on site which is potentially the result of a premises issue, a school accident form will need to be completed. Please notify the Site Manager who will provide you with the correct document.

## 8. Emergencies

The hirer should provide sufficient staff to handle an emergency, and the **School staff themselves should not be relied upon.**

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the "control room" for these services may not be local, do not expect the operator to know where the school is. **Someone should meet the ambulance, fire appliance or police vehicle at the front of the school.**

Procedure:

- Keep calm, speak clearly
- Give your name – state the service(s) that you require
- Give full name, address (including postcode) and telephone number of the school: **Lodge Farm Primary School, Mobbsbury Way, Stevenage, SG2 0HR**

## 9. First Aid Provision

The hirer is responsible for ensuring that they bring a first aid kit appropriate to their activities. However, in case of emergency, there are first aid equipment in the Medical Room. If anything is used please email [sitemanager@lodgefarm.herts.sch.uk](mailto:sitemanager@lodgefarm.herts.sch.uk) advising of the incident and items used.

There is one **AED** in the Staff Room.

Determining the level of first aid that should be provided is the hirers responsibility and needs to be of an adequate level based on risk assessment.

For example, in sporting activities there should be a qualified first aider available, and clubs should ensure an adequate number of staff available during the length of the session, so that, in the event of an emergency, the group are not left unsupervised if the first aider has to go to the hospital with a casualty.

If a child is injured or unwell then it is the hirer's responsibility to inform parents as soon as possible.

When dealing with an incident, **ALWAYS ENSURE YOUR OWN SAFETY FIRST**

It is the hirer's responsibility to record any accidents or injuries and ensure they are reported promptly to the school as well as any other authorities. This includes any legally reportable accidents. They will, however, have to be reported by the school if they result from a school work activity, or are due to the state of the premises.

It is also the hirer's responsibility to ensure all relevant parental/personal consents are obtained in case of emergency medical treatment.

**The school's own employees should not be relied upon as the first aid provision by someone hiring the premises, as they may not be present at all times.**

## **10. General Fire Safety**

Throughout the building fire alarm call points and emergency exits are clearly signed. Should there be a fire, it is important to raise the alarm at one of the call points. The fire alarm system is tested weekly, however, should the call point not sound the alarm for any reason then please dial 999 without delay. Safe evacuation is then the priority. Details of the best fire evacuation route are displayed in each room and organisers/staff in charge of activities must ensure they are familiar with the escape route from each room they are using.

It is the responsibility of the hirer to keep a register of attendees and to use this to ensure all individuals have been safely evacuated in the event of a fire.

## **11. Fire**

The fire alarm sound is a continuous loud bell which is easily recognised.

On discovering a fire if the alarm is not already sounding, the fire alarm must be activated.

**Do not attempt to tackle the fire.**

It is the responsibility of the hirer to ensure that all staff (both paid and volunteer) involved understand the basic fire precaution arrangements and procedures:

- The location of fire alarm call points and how to use them
- The location of fire exits

- The location of fire assembly points
- The location of fire extinguishers or fire blankets

In an emergency, exit the building via the nearest external door. If evacuation is necessary it is important to remember the following rules:

- Don't panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers to the assembly point
- Report any persons unaccounted for to the Fire Brigade
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and ensure it is reported promptly to the school (and RIDDOR if legally reportable).

## **12. Supervision of Children**

Entertaining children on school premises through lettings needs to be well controlled. The hirer must provide adequate supervision to prevent overcrowding, unnecessary movement, and unruly behaviour.

Those adults involved in supervision must ensure they are aware of any action to be taken in the event of an emergency.

## **13. Use of main kitchen**

It is the discretion of the School to authorise the use of the kitchen facilities.

The Kitchen is generally not available for hire. This is due to the possibility of cross contamination of foods which cause significant allergy. However, should the school allow access to the kitchen this will be on the following terms:

- All hirers are required to Inform the school about the intended use and adhere to instructions.

- The use of the kitchen is restricted to the making of hot and cold liquid refreshments and serving pre-prepared food. No kitchen or dining room equipment is to be used in the preparation of food to prevent cross contamination and this includes hobs, fridges and freezers.
- Hirers may use the servery hatch area (including hot or cold counters), power points and clearing station sink for washing up. Equipment is under service contracts and therefore is subject to correct use only.
- No items of crockery or cutlery are to be left in the sink area.
- Dining room furniture should not be removed from the dining area
- No food or drink is to be left on the premises at the end of the hire.
- The kitchen must be left in a clean and tidy condition including all floors otherwise the hirer may be subject to charges for additional cleaning.
- The kitchen area is routinely inspected by Environmental Health. If the kitchen inspection is impacted due to a letting it may lead to the termination of the contract of hire.

#### **14. Use of sports facilities**

The greatest care must be taken to ensure proper arrangements are in place before a hirer undertakes any sports activities. Clubs and organisations hiring the facilities must ensure that:

- Those supervising are suitably experienced and competent and understand their obligations relating to their duty of care.
- All facilities have hazard free playing surfaces (including, where necessary, impact surfaces and provision of mats) with sufficient space allocated to the activities.
- No school equipment is used unless agreed by the school. If equipment is brought on to site, it must be health and safety compliant including that foam mats (e.g. gymnasium mats, contents of foam pits and similar equipment) are of combustion modified foam.

All school sports equipment is inspected and regularly maintained and monitored for wear and tear, checked before use, used appropriately and stored safely.

#### **15. Premises Faults**

Please ensure you report all faults or damage to the Site Manager, so that these may be dealt with speedily or email [sitemanager@lodgefarm.herts.sch.uk](mailto:sitemanager@lodgefarm.herts.sch.uk)

#### **16. Security**

If access is required for lettings at times when the School is normally closed, it will be necessary to liaise with the school to ensure that the school premises are protected during the letting period. The following should be considered:

- How many access points are open

- Who controls access by visitors & the risk of unauthorised access
- Damage to or theft of school property through intruders, arson etc.
- Who is responsible for locking up
- Lone working

## **17. Parking**

Arrangements for parking during the letting period should be agreed in advance to ensure that good access is maintained for emergency services, and that there is no damage to school property/grounds.

## **18. Marketing and Photography**

### **Use of Photographs and Media Devices**

GDPR regulations must be followed at all times including obtaining consent from individuals or their parents

### **Photography**

The use of cameras, videos and other equipment with the capacity to photograph; including mobile phones, is the responsibility of the persons who have hired the premises. They must obtain any necessary permission, i.e. from parents of children or persons being photographed or videoed.

### **Marketing and Advertising**

Lodge Farm Primary School may not be used for any marketing or advertising by any company hiring the premises without prior permission.

## **19. Alcohol and drugs**

Illegal substances are not permitted on the premises. Any persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises, and if necessary escorted off the site by the most senior person available. It is important that no one places

themselves at risk when dealing with disruptive or threatening behaviour relating to drug or alcohol abuse: in all such cases the police should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

## **20. Theft**

The school does not accept responsibility for personal belongings or vehicles of hirers or club members. However, any thefts should be recorded whether from



the school or an individual. In the case of an individual, take a record of the name, address and telephone number of the person whom the theft has occurred against.

Thefts from the school should be reported to the school at the earliest opportunity. The school or person concerned should be asked if they wish the theft to be reported to the police. While reporting it to the police you should ask for an incident number and make a note of the number for future reference.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed of the course of action being taken. If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive.

## **21. Assault**

Should an actual or alleged assault take place, the most senior person available on site should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury was sustained, first aid should be provided and if necessary the ambulance and police services should be called. Report promptly to the school.

## **22. Insurance**

All hirers will need to provide the Site Manager with a copy of their insurance policy including public liability.

Any damage to the property or contents arising out of the letting must be made good at the expense of the hirer to the satisfaction of the school.

**I / we have read and understood the information provided in the Lettings Policy and all the**

**relevant risk assessments and sections of the school health and safety policy**

**Name:** .....

**Club Name:**.....

**Position held:** .....

**Signature:** .....

**Date:** .....

