

PREMISES MANAGEMENT POLICY

Review frequency	Annually	Created	Nov 2022
Governing Committee Responsible	Resources	Governor Approval (date)	30.11.22
Website	Yes		
Staff Responsible	School Business Manager	Next review	Nov 2023

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The Department for Education's (DfE's) guidance on [statutory policies for schools](#) includes 'premises management documents'. It says that many aspects of school premises require safe management and maintenance, including asbestos, fire safety and statutory testing.

1. Aims

Our school aims to ensure that it:

- › Manages its buildings and equipment in an efficient, legally compliant way
- › Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- › Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- › Complies with the requirements of the [The School Premises \(England\) Regulations 2012](#)
- › Complies with the requirements of the [statutory framework for the EYFS](#)

2. Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

3. Roles and responsibilities

The governing board, headteacher and site manager will ensure this premises management policy is properly implemented, and that tests and inspections are carried out in accordance with this policy.

The headteacher and site manager are responsible for ensuring relevant risk assessments are conducted and for reporting to the governing board, as required.

The site manager is responsible for:

- Inspecting and maintaining the school premises
- Conducting repairs and maintenance
- Being the first point of contact for any issues with the premises
- Conducting and keeping a record of risk assessments and incident logs related to the school premises
- Liaising with the headteacher about what actions need to be taken to keep the school premises safe

This list is not intended to be exhaustive.

4. Inspection and testing

We maintain accurate records and details of all statutory tests which are undertaken at our premises. This includes relevant paperwork and certificates.

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their qualifications/certifications and/or experience.

The table below sets out the issues we inspect, the inspection frequency, and the person responsible for checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the Department for Education's [guidance on good estate management for schools](#).

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to HSE guidance on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site Manager/ or School Business Manager to engage suitably qualified person to carry out inspection
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Site Manager/School Business Manager to engage suitably qualified person to carry out inspection
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site Manager/School Business Manager to engage suitably qualified person to carry out inspection
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Site Manager/School Business Manager to engage suitably qualified person to carry out inspection

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Air conditioning systems	<p>Inspections by an energy assessor at regular intervals (not exceeding 5 years).</p> <p>Annual certificated inspection to ensure no refrigerant leakage.</p> <p>Bi-annual checks and an annual maintenance schedule (in line with good practice).</p>	Site Manager/School Business Manager to engage suitably qualified person to carry out inspection
Pressure systems	<p>No fixed maintenance requirement (our programme takes account of the list on page 44 of the HSE's Safety of Pressure Systems guidance, and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).</p>	Site Manager/School Business Manager to engage suitably qualified person to carry out inspection
Legionella checks on all water systems	<p>Temperature checks on sentinel taps – monthly</p> <p>Run low use taps (external hose pipe taps) – weekly</p> <p>Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in guidance for each type from the HSE.</p>	<p>Weekly/monthly checks by Site Manager</p> <p>Site Manager/School Business Manager to engage suitably qualified person to carry out inspection</p>
Asbestos	<p>Regular inspections as part of the asbestos register and management plan.</p> <p>Reviews of the asbestos register annually.</p> <p>Refurbishment and demolition surveys before any refurbishment or demolition work.</p>	Building was erected in 2000 and contains no asbestos
Equipment used for working at height	<p>Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used.</p> <p>In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.</p>	Site Manager
Fire detection and alarm systems	<p>Weekly alarm tests, with a different call point tested each week where applicable.</p> <p>Quarterly and annual inspections and tests by a competent person.</p> <p>Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.</p>	<p>Site Manager</p> <p>Site Manager/School Business Manager to engage suitably qualified person to carry out inspection</p>

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Fire doors	Regular checks by a competent person.	Site Manager
Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Site Manager Monthly Site Manager/School Business Manager to engage suitably qualified person to carry out annual inspection
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	Site Manager Site Manager/School Business Manager to engage suitably qualified person to carry out annual inspection
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).	Site Manager
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Site Manager/School Business Manager to engage suitably qualified person to carry out inspection
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Site Agent – Weekly perimeter walk, visual checks Structural issues - LA

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England (now the UK Health Security Agency) radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	N/A

5. Risk Assessments and other checks

Please refer to our risk assessment policy for information about the school's approach to risk assessment.

In addition to the risk assessments we are required to have in place (please refer to our risk assessment policy and health and safety policy for more information*), we make sure we have risk assessments in place, regularly updated, to cover:

- Car parking and vehicle/pedestrian segregation
- Traffic management
- Shared premises
- Vacant buildings
- Lettings

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

6. Fire Evacuation Plan

The safety of all children, visitors and staff at Maple Tree Primary School is paramount. The Headteacher and nominated staff will ensure procedures are in place for the safe evacuation of all, including those who may be disabled, from the school.

Information and training will be provided by the school to all members of staff on the action necessary when a fire is discovered. New staff will receive training as part of the induction process.

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

Note: All staff will effectively be considered 'Fire Wardens' during the course of an evacuation. – staff to be trained before this comes into practice

Protective Equipment – Fire Extinguishers

Fire fighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. However, extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

Fire Evacuation Procedure

The Following sequences of actions should take place when a fire is detected:

1. **Raise the Alarm:** ANYONE discovering a fire should without hesitation activate the nearest fire alarm call point. Children should be taught to report to a member of staff
2. **Evacuation of Premises:** On hearing the alarm, the individual evacuation procedure notices displayed in each occupied room should be followed, see attached appendices. NO-ONE should re-enter the building until the fire service has given the 'all clear'.
3. **Calling the Fire Brigade:** Unless otherwise informed that a fire drill is to take place, a member of the office team will on hearing the alarm immediately contact the Fire Brigade on the emergency number 999. In the event the Office Team are unavailable a nominated responsible person will be allocated this role.
4. **Report to Assembly Point:** There are two Designated Assembly Points, one in the far corner of the Car Park and the other on the hard standing in the back playground. At the assembly point classes should line up and the Responsible Person for the class will take the register. When all present the Responsible Person should hold the register in the air until it has been acknowledged by the Fire Warden/Marshal. The Office Team will take a role call for staff and visitors.
5. **Tackling the fire:** the overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by trained staff using the method appropriate to the type of fire if it would be safe to do so. It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.
6. **Evacuation of disabled persons – student, staff or visitor:** Personal Emergency Evacuation Plans (PEEP) will be written by Teaching staff and shared with the wider staff, for those pupils who are unable to independently reach the safety of the designated assembly point. The School Business Manager will write PEEP's for those staff who are unable to independently reach the safety of the designated assembly point. Visitors on sign in will be asked to identify themselves if they are unable to independently reach the safety of the designated assembly point. Please refer to the appendices attached
7. **Procedures for Liaison with the fire brigade:** The Headteacher (or Deputy Head or School Business Manager in the event of the Headteacher/Deputy Head's absence) will meet the fire brigade at the main school entrance on their arrival and give them details of any persons missing, the location of the fire (if known), and hand over the Emergency Grab Bag information and keys to the building.
8. **Private Lettings:** The Hirer will call the Fire Service (if school staff are not present and supporting the activity). All users will evacuate the building via the nearest fire exit and muster at the designated assembly point. Users must not re-enter the building until the fire service has given the 'all clear'. Fires must be reported using the Incident Report form.

7. Lettings

The school wishes to play an active part in the life of the local community and the broader Sandy community. In fulfilling this role, the school premises are available for lettings for various uses approved by the LA and by the Governing Body. The buildings and facilities are available for hire at times when they are not needed for the pupils of the school, subject to availability of the Site Agent.

Use of the school premises by the school, or on behalf of the school (e.g. PTA) are not subject to the charging elements of this policy.

Youth organisations e.g. Brownies and Cubs have priority over private hirers as do hirers requiring the premises for an educational purpose or community meeting.

Hirers must make clear the purpose of their hiring and the Governors reserve the right to refuse a request they do not consider appropriate.

Categories of Lettings

The use of the school premises is divided into the following categories:

- i. Community and Leisure Learning (e.g. adult education)
- ii. Private (e.g. Wedding Receptions)
- iii. Commercial

Availability of Premises

Designated areas within the school are available for hire unless required by the school.

Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The Charges are as laid out in Appendix A. The scale of charges is reviewed annually.

VAT

VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H.M. Revenue & Customs if certain conditions are met).

Application Procedures

a) Application forms, available from the school, should be submitted to the School Business Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks notice should be given.

The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed to the Hirer.

b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

c) When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required before the end of each term.

CONDITIONS OF USE

Security of the Premises

Entrance to the school will be via the Main Entrance, which will be opened by the school at an agreed time. For security reasons, the school keys will not be available to the Hirer. It will be the responsibility of the Hirer

to ensure that the school premises are secure during the time they are in use, i.e. ensure that the Main Entrance and internal coded door is closed when all members of the group are inside.

Use of Facilities

1) The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there

is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

2) All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

3) The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school.

4) If the Hirer is providing an activity for young children, they must prove to the school that they have full DBS clearance and a child protection/safeguarding policy.

5) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

6) Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

7) The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

8) A toilet is available in the Main corridor

9) The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.

10) The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised. All hirers of the school must provide evidence of public liability insurance. The LA suggests a minimum limit of indemnity of £5m would be acceptable.

11) The school can arrange third party hirers' insurance through the Insurance section of the LA for a single event. The cost of the insurance would be in addition to the letting fee.

12) The school reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair of damage to the school fabric or equipment
- the cost of replacement of any items of school equipment if uneconomical to repair

13) For security reasons, the Hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

14) Express approval by the Governing Body is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence and the hirer will be responsible for applying for the appropriate licence in a timely manner. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended.

15) Smoking is not permitted anywhere in the school building or within the school grounds.

16) Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

17) No combustible materials are to be used within the school, except with the express approval of the Governing Body.

In the event of an incident, fire or near miss

The school must ensure that Incident Report forms are made available to the Hirer, who in turn, must ensure one is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment, then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for Hirer's activity(ies).

In the event of fire

The Hirer will call the Fire Service (if school staff are not present and supporting the activity)
All users will evacuate the building via the nearest fire exit and muster at the designated point.
Users must not re-enter the building until the fire service has given the 'all clear' has been given.
Fires must be reported using the Incident Report form.

Licences

There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol
- Music, Singing and Dancing

Insurance

The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

i) The Hirer shall indemnify the school when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the school or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.

ii) The effect of i) is that the Hirer will be liable to indemnify the school for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.

Cancellations

a) By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

An accurate record of all lettings will be kept by the school secretary to enable LA checks and audits.

All hirers of any part of the school premises must complete and return the Application for the use of school premises form – Appendix B.

All hirers of any part of the school premises must abide by the Maple Tree conditions of hire. See Appendix C. The governors reserve the right to refuse the facilities to those who have not complied with conditions of hire in the past.

All hirers of the school must sign and return a copy of the terms and conditions of hire prior to the letting as acceptance of the terms and conditions.

Hirers must comply with all Health, Safety and Fire Regulations.

8. Monitoring arrangements

The application of this policy is monitored by the site manager, school business manager and headteacher through, among other things, visual checks of the school site and equipment, and checks of risk assessments.

Copies of risk assessments and paperwork relating to any checks are kept in the school office.

This policy will be reviewed by the School Business Manager annually. At every review, the policy will be shared with and approved by Full Governing Body/Resources committee.

9. Links with other policies and information

This premises management policy is linked to our:

- Health and safety policy
- Risk assessment policy
- Fire Risk Assessment
- Emergency Grab Bag
- Personal Emergency Evacuation Plans (if applicable)



Appendix A : Scale of Charges for Hire of School Premises.

Hall	£16.00 per hour or part thereof* For bookings over 2 hours the third and subsequent hours will be charged at £10 per hour or part thereof.
Classroom	£8.50 per hour or part thereof
Playground/field (half day – max 4 hours)	£40.00 per session.

*after midnight this charge is £25 per hour or part thereof

All bookings include use of parking and toilet facilities.

Discretionary charges may be applied.

Bookings which take place after 6pm on school days or at any time on non-school days are for a minimum of two hours duration.

Bookings for the period when the site agent is in school (3.30 to 5.55) can be made for a minimum of one hour. Bookings for such times will only be taken a half term in advance.

Additional Charges:

1 Weekends and Bank Holidays, above rate plus 33%

2 If the LA requires the Site Agent to be in attendance throughout the letting a further charge per hour or part thereof will be levied

3 A refundable deposit of £20.00 will be required

Appendix B: Application for the Use of school premises

[To be returned to the school, please read notes overleaf]



NAME OF APPLICANT	
Tel No. (day)	
Tel No. (evening)	
On behalf of : (Society/Organisation etc)	
Address	
Premises required (hall, classroom, computer suite, nursery, playground/field)	
Days/Dates of Hire	

Hours of Hire From:	
To:	
Purpose of Hire	
Risk assessment attached	Yes No
Approximate number attending	
Indemnity insurance policy no (copy attached)	
Insurance company	
<p>For those agencies using the school facilities for children's clubs or activities, do you have child protection procedures in place?</p> <p>In the event of a child protection concern, contact should be made with the school (via the head teacher) where this is appropriate.</p> <p>Do you have CRB clearance?</p>	<p>Yes / No</p> <p>Yes / No</p>
<p>I apply to use, and if granted use, agree to hire the parts of the premises mentioned above subject to both the Maple Tree Conditions of Hire and the conditions overleaf in the fuller notes on the use of the school which I have read and with which I agree to comply.</p> <p>I agree to indemnify the governing body of the school if it has to repair, replace or make good any part of the school premises or contents which may be lost, damaged or destroyed as a result of my use.</p> <p>I am aware that I need to give 14 days notice of cancellation otherwise I will be required to pay the full letting fee.</p>	
Date	Lettings Charge £
Applicant Signature	Refundable deposit charge £20.00
Signed on behalf of the school	

Notes:

- Hirers should indicate exact accommodation required e.g. hall, hall and foyer, classroom(s), toilets, etc and state if any equipment is required.
- If a licence is needed e.g. For a performance, alcohol etc, the hirers must make an application to the appropriate licensing authority at least 28 days before the event.
- The hours of hiring must allow time for preparing for the event and clearing up afterwards.
- The hirer must be able to show that they are insured and able to indemnify the governing body of the school if it has to repair, replace or make good any part of the school premises or contents which may be lost, damaged or destroyed as a result of the hirer's use.
- The hirer should familiarise themselves with escape routes and the position of the fire alarms and fire extinguishers. They should ask the school site agent to show them these. These should then be pointed out at the start of the meeting by the hirers.
- Hirers should have a risk assessment in place for the activities to be undertaken. A copy of this should be appended to the signed copy of the terms and conditions.
- Those hirers offering facilities for children must be DBS cleared and have a child protection policy in place. Evidence of this must be given to the school's office manager
- Hirers will be charged for the use of the premises if they do not give 14 days notice of their cancellation of the booking.
- The school reserves the right to cancel a booking if the need arises. This will be done with due notice to the hirer.

1. Maple Tree Primary School is a No-Smoking environment. This applies to the internal space and the grounds.
2. The hirer must make all arrangements for their own security and that of the building whilst in occupation.
3. The hirer must ensure that unlocking and locking up arrangements are made well in advance with the site agent.
4. Under no circumstances must the school premises (internal) be left unattended. It is a requirement that there are a minimum of 2 responsible adults in attendance at all times during the hire session and that provision is made for any emergency situation arising.
5. The hirer must make provision, if the school fields are to be used, to ensure that there is no unauthorised entry into the school building.
6. There will not be access to a telephone whilst in occupation. The hirer must ensure there is a usable mobile telephone with them throughout the hire session.
7. Hirers should ensure that they have access to their own first aid facilities and have a person available who is a competent first aider.
8. The hirer must ensure that they are fully conversant with the school's Fire Plan. This will be available to the hirer at the beginning of each session.
9. Fire exits must remain clear and unlocked.
10. In the event of Fire the first duty is to ensure safe removal of all persons to one of the designated areas within the Fire plan. After all personnel have been secured the hirer must phone the Fire Brigade.
11. No bicycles are allowed within the school's buildings.
12. The hirer must ensure that people waiting or collecting are aware that they should not touch any of the items on display within the school.
13. Hirers are to provide all their own equipment. School property can only be used with prior arrangements having been made through the head teacher.
14. It will be the responsibility of the hirer to cover the costs of any damage incurred during the letting to either school premises or property. A deposit of £20.00 will be required in advance of the letting.
15. Hirers must give due consideration to local residents with regard to noise upon access and egress. They should also leave the premises in a neat and tidy condition.
16. All hirers must ensure that they have adequate insurance cover for public liability, personal liability and buildings contents.
17. Any electrical equipment brought into the school must be safe and have a valid test certificate where appropriate.
18. The hirer must ensure that they have a risk assessment in place for the activity they wish to undertake and a copy of this should be lodged with the school.

19. Any hirer providing an activity for young children must have DBS clearance and confirm this with the school.
20. The sale of alcoholic drinks can only be made with the agreement of the school and where a valid licence has been obtained.
21. Animals other than Guide Dogs are not allowed on the premises.
22. Combustible materials are not to be used without permission from the school and with an appropriate risk assessment.

Signed (on behalf of the hirer)

Date



Personal Emergency Evacuation Plan For those visitors with mobility issues

Staff: N/A	Class: N/A	
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Refer to the CBC Evacuation Arrangements for People with Disabilities H&S Guidance when completing this risk assessment.

1. What problems may the individual encounter if they were evacuating the building in an emergency?

May not be to read the individual evacuation procedure notices within the room and/or see the safe route to the designated assembly point.

The suggested route may be blocked by the fire or by others leaving the building, putting the visitor at risk of

being knocked or of them blocking the escape route for others. May not be able to move around obstacles such as table and chairs etc.		
2. What areas of the building does the individual commonly use?		
It should be assumed that all areas of the building could be used by this visitor.		
3. What are the current general provisions for fire evacuation within the building or areas of the building identified above?		
See individual evacuation procedure notices within each occupied room.		
4. What are the current evacuation arrangements for the individual?		
The Responsible Adult within the room would guide all in their care to the designated assembly point including this individual		
5. What is the individual's current awareness of evacuation procedures?		
Responsible Adult normally steps out first and leads pupils out, standing ahead of them by class door into playground or by the designated route on the fire evacuation plan.		
6. What additional measures are required? The responsible adult will support their evacuation to the designated assembly point. This visitor should be first to exit the room with the support of the responsible adult. Everyone else should follow on as directed		
Action required	By who	By when
The responsible adult will support their evacuation to the designated assembly point. This visitor should be first to exit the room with the support of the responsible adult. Everyone else should follow on as directed	Responsible Adult	ongoing

Risk assessment completed by: Kim Varley Signature: Date: 19.10.22 Review Date: When any changes have been to the building



Personal Emergency Evacuation Plan

Partially sighted or blind

Staff: NA	Class: NA	
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Refer to the CBC Evacuation Arrangements for People with Disabilities H&S Guidance when completing this risk assessment.

7. What problems may the individual encounter if they were evacuating the building in an emergency?
May not be to read the individual evacuation procedure notices within the room and/or see the safe route to the designated assembly point. The suggested route may be blocked by the fire or by others leaving the building May not be able to move around obstacles such as table and chairs etc.
8. What areas of the building does the individual commonly use?
It should be assumed that all areas of the building could be used by this pupil/staff or visitor.

9. What are the current general provisions for fire evacuation within the building or areas of the building identified above?		
See individual evacuation procedure notices within each occupied room.		
10. What are the current evacuation arrangements for the individual?		
The Responsible Adult within the room would guide all in their care to the designated assembly point including this individual		
11. What is the individual's current awareness of evacuation procedures?		
Responsible Adult normally steps out first and leads pupils out, standing ahead of them by class door into playground or by the designated route on the fire evacuation plan.		
12. What additional measures are required? The responsible adult will need to approach this visitor to gain their attention and guide or lead them by the arm to the designated assembly point. This visitor should be first to exit the room with the responsible adult with everyone else following		
Action required	By who	By when
The responsible adult will need to approach this visitor to gain their attention and guide or lead them by the arm to the designated assembly point. This visitor should be first to exit the room with the responsible adult with everyone else following	Responsible Adult	ongoing

Risk assessment completed by: Kim Varley

Signature:

Date: 19.10.22

Review Date: When any changes have been to the building



Personal Emergency Evacuation Plan For those with impaired hearing

Staff:	Class:	
NA	NA	

Refer to the CBC Evacuation Arrangements for People with Disabilities H&S Guidance when completing this risk assessment.

13. What problems may the individual encounter if they were evacuating the building in an emergency?
May not be able to hear fire alarm or listen to instructions
14. What areas of the building does the individual commonly use?
It should be assumed that all areas of the building could be used by this pupil/staff or visitor.
15. What are the current general provisions for fire evacuation within the building or areas of the building identified above?
See individual evacuation procedure notices within each occupied room.
16. What are the current evacuation arrangements for the individual?
The Responsible Adult within the room would guide all in their care to the designated assembly point
17. What is the individual's current awareness of evacuation procedures?
Teacher normally steps out first and leads pupils out, standing ahead of them by class door into playground or

by the designated route on the fire evacuation plan.

18. What additional measures are required? The responsible adult will need to approach this visitor to gain their attention and request or lead the visitor to follow them to the designated assembly point.

Action required	By who	By when
The responsible adult will need to approach this visitor to gain their attention and request or lead the visitor to follow them to the designated assembly point.	Responsible Adult	ongoing

Risk assessment completed by: Kim Varley

Signature:

Date: 19.10.22

Review Date: When any changes have been to the building