HIRE OF SCHOOL FACILITIES PROCEDURES

September 2026

Approved by			
Name:	Mrs Sarah Layzell		
Position:	Chair of the Governing Board		
Signed:	SLayzell		
Date:	September 2026	**Version No:**	2
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REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision/Review
1	Original based on KAHSC V19	November 2025
2	Updated to reflect changes to the removal of the supervision exemption for those in 'regulated activity' with children and addition of CASS.	September 2026

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HIRE PROCEDURES

Ashfield Junior School welcomes the opportunity to share the school with the community and it will be open for hire on a regular basis, for a variety of purposes. The School reserves the right to use its facilities for its own use, giving reasonable notice. Hire charges will be used to support the budgetary costs of the school.

Our Hire of school facilities procedures operate within the framework of the school's Equality Policy and Equality Objectives.

Each application for hire will be treated individually, but with the following criteria being taken into consideration:

1. Availability and suitability of premises

- Do we wish to hire out the premises?
- Is the booking an appropriate use of our building?
- Which parts of the premises should be included in the hire?
- What arrangements are needed for the opening and closing of the building?
- Can we ensure security of the building?
- Will facilities for disabled persons or those with other health related conditions be required i.e. accessibility to buildings, toilet facilities etc.?
- Are rooms to be hired suitable for community use? i.e. sufficient space, adequately heated and lit.
- Can access to facilities be gained without going through areas restricted to school use such as classrooms and staff areas?
- Is there sufficient external lighting to allow safe access and egress?

The School reserves the right for staff to enter the area being hired at all times.

2. Exemptions

- The school will not allow its premises to be hired to persons or organisations that in the Governor's, disturb the principles of community cohesion, or bring the school into disrepute.
- Premises will not be hired to persons under 18 years of age. The school will ask for evidence of adulthood where the person 'appears' not to be 18 years or older.
- Premises will not be hired to persons or organisations that do not provide evidence that they have adequate Public Liability Insurance unless the hire is to a private individual e.g. for a birthday party/anniversary etc.
- The Governing Body will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- The hire of our premises will not be permitted for political and/or religious meetings or for other purposes as specified by the Governing Body.

3. Indemnities

- The Hirer shall indemnify the School against all actions, proceedings, claims and demands that might arise as a result of use of the premises by the Hirer, except where Occupiers Liability legislation applies.
- The School and, where applicable, the Local Authority shall be indemnified from and against all actions, proceedings, costs, claims or demands arising out of the performance copyright works on the School premises.

4. Local Conditions

- No alcohol shall be brought or consumed on school premises or any part thereof except by authorised organisations in agreement with the facilities provider. It is the responsibility of the Hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol.
- No alterations or additions to the electrical installations at the school may be made.
- No additional lighting, staging, curtaining or scenery may be erected without the previous consent in writing of the Head teacher and shall be returned to their original state immediately after use, at the expense of the Hirer.

- Where any use involves the erection and/or dismantling of a stage, this will be carried out by the Hirer at his/her expense and at his/her own risk.
- All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Head teacher.
- Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted by the Head teacher.
- No advertising may be placed in any area of the school premises without the direct permission of the Head teacher.
- Arrangements for the control of vehicular and pedestrian access to and around the school site must be considered having regard to the different activity periods associated with the various users/Hirers.
- The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the Hirer after inspection and will remain the Hirer's responsibility during the hire period.
- If the terms and conditions of hiring are contravened in any way, the Head teacher reserves the right to cancel any permission for further use and will inform the Hirer in writing. In such event, the Hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
- It is the responsibility of the Hirer to ensure that any area of accommodation used in the course of the hire is left in the condition in which it was found and is maintained in a safe condition during the hire period.

5. Safeguarding arrangements

- When the Governing Body hire or rent out school facilities/premises to organisations or individuals (e.g. to community groups, sports associations, and service providers to run community or extra-curricular activities) we must ensure that appropriate arrangements are in place to keep children safe. This does not apply to hires to family organised events e.g. birthday parties/anniversaries.
- When services or activities are provided by the Governing Body, under the direct supervision or management of the school staff, the setting's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The Governing Body will therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. These may be in accordance with the hirer's governing or national sporting body. Appendix A provides a checklist for school use when checking the safeguarding arrangements of a Hirer/childcare provider. This checklist will also form part of the 'Conditions of Hire' agreement.
- The Hirer must ensure that where required and with reference to the statutory document 'Keeping Children Safe in Education', relevant individuals who are in contact with children and young people hold a Disclosure and Barring Service (DBS) check at the appropriate level. Individuals in 'regulated activity' i.e. paid staff or volunteers who teach, train, instruct, care for, or supervise children on 4 or more occasions in any 30 day period **must** hold a DBS Enhanced Disclosure with a children's barred list check. The Hirer will be required to provide evidence on request that appropriate DBS checks have been carried out.
- The Hirer will be expected to show they have robust Safeguarding arrangements in place and that there is a named 'designated person' i.e. a Safeguarding Lead (SL) to whom Child Protection and safeguarding concerns can be referred. The Policies and procedures related to safeguarding and child protection should be robust enough to stand up to scrutiny in line with the expectations of the school. National organisations may have their own safeguarding policies and procedures and the school will satisfy themselves that the Hirer is compliant with the national guidance and is also aware of the local reporting procedures e.g. Cumberland Children Advice and Support Service (CASS) and respective LADO reporting arrangements.
- The Governing Body will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

6. Charges

- Please speak to the school office regarding any charges for hire.
- Charges for hires may be reduced or waived at the discretion of the Head teacher.
- The school must receive payment for any hire seven days prior to the start of the hire. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation – see below.

7. Cancellations

- The Governing Body must be notified of any cancellation at least 4 weeks prior to the date of the hire. However, notification at the earliest possible time is appreciated.
- Where notification is given to the Governing Body at least 4 weeks prior to the date of the hire, the booking charge will be refunded in full apart from any administration charge. Your custom will be welcomed again at any time in the future.
- Where notification is given to the school between 2-4 weeks prior to the arranged date of the hire, the Hirer will be entitled to a 50% refund only.
- Where notification of cancellation is given less than 2 weeks prior to the arranged date of the hire, the Hirer will not be entitled to any refund.
- Where a cancellation is made by the Governing Body of the school, the Hirer will be entitled to a full refund. The Governing Body will endeavour to notify the Hirer at the earliest possible moment. However, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.
- If the school field is water-logged, the Head teacher has the right to cancel the activity.
- In the event of a large-scale public health emergency affecting the school or local community, all lettings may be suspended. This will be at the discretion of the Head teacher/Governing Body.

Please note: The above conditions apply for cancellation of total or part of a booking.

Where the Hirer makes a permanent cancellation during the course of a hire agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge (if any) will still stand.

8. Administration

Governors have adopted the following procedures:

- The Head teacher will make arrangements for the management and approval of hire applications.
- All applications should be in writing and accompanied by evidence of third party indemnity insurance and, where relevant, appropriate Safeguarding Children Procedures.
- Credit facilities will not be given. All payments should be made in advance of the hire.

9. Damage to the school building or school property

- The school Site manager or other nominated person will inspect the building, and school property as part of his/her duties, at the end of the hire period.
- The Hirer is responsible for insuring their own staff and equipment and shall reimburse the School for any damage caused during the period of hire. Any damage caused must be reported to the Site manager or Head teacher.
- The Head teacher will estimate the costs of any damage and inform the organisation/individual as soon as possible.
- Advice will be sought from legal services if necessary.
- An invoice for the damages will be raised and sent as soon as an accurate figure can be obtained.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the hire period. Property shall be brought onto the premises at the sole risk of the owner.

10. Health and Safety

- Appendix C attached to these Procedures "Conditions of Hire", accompanies the Hire of Premises/Facilities Booking Form (Appendix B), which are sent out in response to all requests to hire

the school premises or facilities. It includes information on site security, fire safety, first aid and accidents, welfare arrangements and other local conditions of use.

- Any incident or accident must be reported, in the first instance, to the Site manager or Head teacher and accidents recorded in the School Accident Book.
- The School reserves the right to require sight of risk assessments carried out by organisations using the School premises/facilities in advance of any hire.

During emergencies:

Temporary variations to these procedures and our conditions of hire may be required in the event of an emergency e.g. local or large scale public health incidents, severe weather etc. This may result in additional controls being implemented by the school and imposed on the Hirer or may even result in the 'Hire' being cancelled by the school.

These Procedures will be reviewed in the light of any incidents that have arisen arising out of a new hire agreement to ensure that the Procedures remain appropriate; that Safeguarding and Health and Safety standards are met; that the Procedures ensure adequate protection for the school grounds and building, and for school staff/pupils.

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Basic safeguarding checklist of requirements for all Hirers of school premises

Note: All Hirers of the school premises must have regard to the DfE non-statutory guidance: Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings.

Safeguarding requirement	Expected standards	Standard met (Y/N)	Checked by
Health and Safety	• Must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified; • should have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (e.g. call 999 if a child is having an asthma attack); • must have a fire safety and evacuation plan; • should have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies.		
Safeguarding and child protection (accompanied and/or unaccompanied children present)	• must have a Child Protection Policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members; • should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (e.g. abuse and neglect, child on child abuse, extremism and radicalisation, online safety, use of mobile phones and other digital technology etc. and impose appropriate rules around this); • should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children; • should appoint a Safeguarding Lead (SL), who has undertaken safeguarding and child protection training and who can liaise with the host school in the event of a safeguarding concern being raised; • should provide parents with the name of the SL so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's Safeguarding Hub (Cumberland CASS 0333 240 1727, the NSPCC helpline number : 0808 800 5000; • should have contact details for the Safeguarding Lead (SL) within the Hirer organisation and the Local Authority Designated Officer (LADO) (Cumberland LADO 0300 303 3892) and know the local referral route into children's social care. • should hold details of the school Designated Safeguarding.) where the premises are provided by the school in order to liaise with them on child protection issues affecting the school/schools where the children normally attend. Where required, contact should be made during school hours. In an emergency or out of normal school hours, contact should be made with the relevant LA Safeguarding Hub/MACH (see above for details) and reported locally during normal school hours at the soonest available opportunity.		
Suitability of staff and volunteers	• should ensure staff and volunteers have had relevant pre-employment checks (e.g. appropriate DBS check, verification of identity) or, if you are self-employed, checked if you can apply for your own DBS Certificate or the organisation contracting your services, can apply for a DBS check on your behalf; • should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment.		
Governance	• should have a clear complaints procedure;		

Appendix A

Safeguarding requirement	Expected standards	Standard met (Y/N)	Checked by
	• should have an effective Whistleblowing procedure.		

Policies/procedures viewed/copy received *(where unaccompanied children are present)*	
Policy/procedures	**Copy viewed/received – Yes/No**
Child Protection/Safeguarding Policy and procedures (where accompanied and/or unaccompanied children are present), including the name and contact details of the Safeguarding Lead (SL)	
Child Protection Training Certificates	
Health and safety Policy and procedures	
Risk Assessments (if applicable)	
Confirmation of DBS certificates for those in 'Regulated Activity'	
First Aid Certificates	
Whistleblowing procedures	
Complaints procedure	
Events notification/licence (if applicable)	
Insurance certificate/schedule (public liability)	

NOTE: Failure to comply with safeguarding or child protection requirements of the school may lead to the termination of the agreement.

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HIRE OF PREMISES/FACILITIES BOOKING FORM

ATTACH 'CONDITIONS OF HIRE'

This form is to be completed by the person responsible, on behalf of the Hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Hire Procedures are adhered to at all times.

ACCOMMODATION REQUIRED *(i.e. hall, field, kitchen etc.)*	TIME		DATE(S)	TOTAL HOURS	COST PER HOUR	TOTAL COST (£)
	FROM	TO				
TOTAL COST						**£**

Name of Hirer:	
Address:	
Contact Tel No.	
Name of Organisation:	
Purpose of Hire: *(if fundraising, state where proceeds will be applied)*	
Estimated No. of People present?	
How many chairs will be required? **Adult:**	
Children:	
How many tables will be required? **Adult:**	
Children:	
Any other equipment required (e.g. projector)?	

DECLARATION			
I apply for use of the above accommodation and facilities and if my application is approved, I will pay in advance all hire charges in accordance with the school schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.		**Public Liability Insurance Policy No.**	
		Expiry Date:	/ /
		Level of Cover:	**£**
Signed:		**Date:**	/ /

FOR OFFICE USE ONLY					
Cancellation Costs:	**£**	**Admin Costs (if any):**	**£**		
Booking Confirmed (Date):	/ /	**Invoice Sent (Date):**	/ /	**Payment Received (Date):**	/ /
Appropriate safeguarding arrangements in place	**Yes / No**	**Checked by:**			

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CONDITIONS OF HIRE

TO BE ATTACHED TO THE 'HIRE OF PREMISES/FACILITIES BOOKING FORM'

General conditions

- The person signing the Booking Form shall be considered the 'Hirer' and must be over 18 years of age.
- The person/organisation requesting the hire (the Hirer) has the responsibility to provide evidence of Public Liability Insurance (£XX million minimum[1]) for the hire period.
- Where the Governors hire or rent out school facilities/premises to a provider (e.g. to community groups, sports associations, and service providers to run community or extra-curricular activities) we are required to ensure that appropriate arrangements are in place to keep children safe.
- When services or activities are provided by the Governing Body, under the direct supervision or management of the school staff, the school's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The school will therefore seek assurance that the body concerned (Hirer) has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and will ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- The safeguarding requirements expected by the Governing Body are set out below as a condition of use and occupation of the premises. Failure to comply with these requirements would lead to termination of the agreement.
- The Governing Body will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- The premises will only be used for the event described on the Booking Form.
- The Hirer will be responsible for ensuring that all activities take place in a safe manner.
- The school will provide a clean and tidy room, all heating and lighting, use of toilet facilities and cloakrooms, furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery.
- For safety and hygiene reasons, children under 14 are not permitted in the kitchen.
- The behaviour and safety of persons on the premises for this booking are the responsibility of the Hirer.
- The Hirer is also responsible for ensuring that access to restricted parts of the school not forming part of the hire is not permitted and that there are sufficient 'stewards' to prevent access to the school premises by any unauthorised third parties.
- A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the Hirer to check the qualifications of those supervising such activities and to establish that Disclosure and Barring Service (DBS) Disclosures (at the appropriate level) are held by all relevant persons (paid and/or unpaid).
- The Hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises. No unauthorised electrical equipment shall be used on the school premises.
- Noise levels must be contained to a reasonable level at all times and after 10.30 pm no noise shall be audible in any of the neighbouring properties.
- No betting, gambling or gaming is permitted on the school premises.
- It is the responsibility of the Hirer to obtain any necessary licences for the sale of alcohol or the provision of public entertainment.
- The Hirer must ensure that nothing is brought or stored on the school premises which may be offensive, noxious, illegal or dangerous and that may cause damage to the premises or any other facilities or affect the health and safety of any person.
- The Hirer accepts that the Governors may at any time terminate or postpone any single or all bookings at its own discretion and any liability of the Governors for any loss in respect of the termination or postponement shall be limited to the return or any paid deposit only.

Health and Safety

The Hirer:

- must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified;
- should have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (e.g. call 999 if a child is having an asthma attack);
- must have a fire safety and evacuation plan;
- should have more than one emergency contact number for each child (where unaccompanied children are present), where reasonably possible, and know of any medical concerns or allergies.

The school has a comprehensive Health and Safety Policy and its building is well maintained and regularly inspected to ensure that standards remain high. If you have any concerns about the Health and Safety of our site, it is your duty to inform the Site Manager or Head teacher so that we can take appropriate action. We appreciate your support. The Headteacher can be contacted by phone during the period of hire on 07973366139 **(THIS NUMBER MUST ONLY BE USED IN THE INSTANCE OF REPORTING A H&S CONCERN).** School phones may not always be available, and you must ensure you have a mobile phone to summon medical

[1] Minimum Public Liability insurance requirements should be discussed with the school's insurers and may be different depending on the risks associated with the activity.

assistance.

Safeguarding and the protection of children (where unaccompanied children are present)

In order to ensure the protection of children for the duration of the activity, the following conditions are expected of the Hirer. Unaccompanied means children unaccompanied by their parent/carer/other appropriate adult known to the child:

The Hirer:

- must have a Child Protection Policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all event staff/volunteers;
- should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (e.g. abuse and neglect, child on child abuse, extremism and radicalisation);
- should have procedures in place in relation to pupil use of mobile phones and other digital technology which mirrors the school rules;
- should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children;
- should appoint a Safeguarding Lead (SL), who has undertaken safeguarding and child protection training and who can liaise with the host school in the event of a safeguarding concern being raised;
- should provide parents with the name of the SL so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services: Cumberland Safeguarding Hub 0333 240 1727, the NSPCC helpline number (0808 800 5000);
- should have contact details for the SL (within the Hirer organisation) and the Local Authority Designated Officer (LADO) (Cumberland LADO 0300 303 3892) and know the local referral route into children's social care (relevant Safeguarding Hub as above);
- should hold details of the school Designated Safeguarding Lead (DSL) where the premises are provided by the school in order to liaise with them on child protection issues affecting the school/schools where the children normally attend. Where required, contact should be made during school hours. In an emergency or out of normal school hours, contact should be made with the relevant LA Safeguarding Hub (see above for details) and reported locally during normal school hours at the soonest available opportunity;
- should ensure staff and volunteers have had relevant pre-employment checks (e.g. DBS check (at the appropriate level), verification of identity) or, if you are self-employed, checked if you can apply for your own DBS Certificate or the organisation contracting your services, can apply for a DBS check on your behalf;
- should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment;
- should have a clear complaints procedure;
- should have an effective whistleblowing policy/procedure.

Damage to the school building or school property

- The Hirer will pay for all damage caused to any school property including but not limited to fixtures/fittings/sports and any other equipment as a result of the hiring.
- The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
- No stiletto heels or similar objects are allowed in the gym/hall area.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the hire. Property shall be brought on to the premises at the sole risk of the owner.

Site security

- The school has a Security Policy and the site security is very good. Entry to the school is via a remote operated door with an intercom that allows all visitors to be vetted. Once inside the secure entrance, further access can be gained only by a key fob. These security measures mean that your event is safe from gate crashers, or those persons you may know, but do not wish them to attend.
- During the period of hire, the person responsible (the Hirer), must be vigilant in ensuring that people do not attempt to enter parts of the school that are not included in the hire agreement.
- As people are leaving the building during or at the end of a hire period, the Hirer or other designated person must be present at the front exit, to prevent anyone from entering through the remote operated door as people are leaving.
- The Hirer must ask all those attending the event/activity to ensure that they do not take any action that could jeopardise the security of the building.

Parking arrangements

- Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area. The Hirer must maintain safe entry and exit from the premises, provide and maintain clear access for emergency vehicles and service vehicles and observe any 'no parking' restrictions.
- The car park gates will not be locked during your hire period, to enable those wishing to leave by car to do so. The school is not responsible for any damage to, or theft from cars parked in the car park, and those attending the event/activity should be informed of this by the Hirer, as part of the introductory Health and Safety information.

Fire safety

- You will be given a map of the school showing the emergency exits from the room/s you are hiring, clearly marked.
- On entry to the building for the event/activity, the Hirer must make themselves aware of the position of the emergency manual call points; and the nearest emergency exit from the room(s) they are hiring.
- You must have identified in advance, the person who would act as a Fire Warden: i.e. the person who would make sure that all those attending the event/activity had left the common areas, toilet areas and the room(s) you are hiring, via an emergency exit; and that someone had activated the Fire Alarm.
- All final exit routes from the building have an emergency manual call point. The Hirer should prepare and familiarise themselves in advance by walking the most obvious emergency exit route from the room(s) hired to that route's final exit point and noting the position of the call point.
- Fire Extinguishers are positioned at each final exit point. **You are not expected to use a Fire Extinguisher in the event of a fire although you can tackle a small fire if you have been trained to do so and can do so without putting yourself or others at risk.**
- At the start of your hire period, you must ask each person to sign an attendance sheet which has the person's name clearly written, the purpose of the event/activity and the date of the hire.
- Before proceeding with your event, you must give basic fire safety information to those present as follows:
  - Point out the emergency evacuation exits, signposted in white on a green background.
  - In the event of a fire, the alarm will sound – it sounds like. continuous siren, ringing bell etc.
  - You should leave the building by the nearest fire evacuation route/exit and gather at the designated Assembly Point (if you are in the hall, ASSEMBLE AT THE FRONT OF THE BUILDING, EXIT VIA THE SIDE DOOR or IF YOU ARE OUTSIDE, ASSEMBLE ON THE SCHOOL PLAYGROUND).
- If you need to leave the building in the event of an emergency and the alarm has not sounded, then the alarm should be activated using the nearest Emergency Call Point on your way out of the building.
- Telephone the Fire and Rescue Service providing the following information:
  - Your name
  - The name of School
  - School address and postcode (CA14 4ES)
  - Contact telephone number
  - Details of the fire (if known)
- Undertake a head count and use the 'Attendance' sheet to identify that all persons have been accounted for. If anyone is found to be missing this must immediately be reported to the Fire and Rescue Service on arrival.
- Under no circumstances should anyone re-enter the building until the 'all clear' has been given by the attending Fire Service Officer.
- Once all persons have evacuated the building and Fire and Rescue Services have been summoned, contact must be made with the Head teacher 07973 966139 **THIS NUMBER MUST ONLY BE USED FOR EMERGENCIES.**
- The school No Smoking/Vaping Policy MUST be adhered to at all times both inside the building and on school grounds.
- No naked flames (open fires or candles) are permitted without the express permission of the Head teacher and production of a suitable and sufficient risk assessment which identifies how risks will be managed.

First aid and accidents

- The Hirer should have a fully charged mobile phone on their person so that in an emergency, the appropriate emergency services can be summoned.
- The Hirer is responsible for First Aid provision during the hire period.
- There should be a competent person who is trained and available to give First Aid. A basic First Aid kit will be available in the school office or the kitchen area **(FOR OUT OF SCHOOL HOURS, PLEASE PROVIDE YOUR OWN).**
- Any incident or accident must be reported, in the first instance, to the school office or Head teacher and accidents recorded in the School Accident Book, held in the school office.

Welfare arrangements

- You will be made aware of the nearest adult /pupil toilets to the room(s) you are hiring.
- Facilities for disabled persons are located in near the staff kitchen in the main school. The Hirer will be shown its location during the initial hire meeting. Its location is marked on the plan of the school showing emergency exits. **(FOR HIRE OUTSIDE OF SCHOOL HOURS, A DISABLED TOILET IS NOT AVAILABLE).**
- In an emergency, please note that there isn't a red cord to summon help. The person with the disability must inform the hirer when access to the disabled toilet is required.
- Only adults preparing food/refreshments are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times.
- If you are using the schools hot water boiler/kettles or the kitchen area to make refreshments, we ask you to take proper care of your own health and safety as the school will not be liable for any accidents. Please mop up all spills carefully, at once, so that there can be no risk of slipping – **PRIOR ARRANGEMENTS SHOULD BE MADE IF THE KITCHEN FACILITIES ARE NEEDED.**
- There will be a 'wet floor' sign in the corridor by the ladies toilet, which you may use if needed.
- No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without the necessary license, and this must be shown in advance to the Governing Body – it will be the responsibility of the Hirer to obtain all necessary licences.

- No food or drink is allowed in any area except designated social areas unless prior written permission has been granted.
- Electrical items, whether PAT tested or not must **NOT** be brought onto the school premises.

During emergency situations

Temporary variations to these conditions of hire may be required in the event of an emergency e.g. local or large scale public health incidents, severe weather etc. This may result in additional controls being implemented by the school and imposed on the Hirer. These could include for example:

- implementing more rigorous cleaning regimes;
- provision of hand sanitiser and tissues etc.;
- provision of additional waste facilities (for tissues etc.);
- ensuring adequate ventilation when indoors;
- potentially restricting numbers permitted to attend;
- restrictions on use of certain facilities or equipment;
- restrictions on certain activities;
- changes needed to fire evacuation procedures and assembly points;
- the 'Hire' being cancelled altogether by the school.

Each Hirer will be notified in advance of any temporary variations we have in place at the time of the 'Let' (where applicable).

The Hirer's signature on the Hire of Premises/Facilities Booking Form confirms his/her agreement of the above conditions of booking and all other aspects of our school Hire Procedures.

Appendix D

HIRE OF PREMISES/FACILITIES REGISTER

Name of Hirer	Date of Hire	Unaccompanied children present Yes / No	Policies/procedures viewed/received *(Where required - See Appendix A)* Yes / No	Policies checked by (Name and position)