



# St Michael's Prep School

## Lettings policy

<b>Date of Last Review:</b>	<b>20.02.2017</b>	<b>Review Period:</b>	<b>Every 2 years</b>
<b>Date of Next Review:</b>	<b>20.02.2019</b>	<b>Owner:</b>	<b>DBI</b>
<b>Type of Policy:</b>	<b>Best practice</b>	<b>Governors Approval</b>	<b>February 2017</b>

## **1. Introduction**

St Michael's School believe that although education is its primary purpose, the school and its facilities should be of benefit to the wider community. We are committed to being at the heart of our community and promoting community use and access to our facilities is a way in which we can demonstrate this commitment. We shall promote a balanced range of activities provided by groups such as local charities, local schools and sports clubs and give preference to those in which children and young people can play an active part.

We do, however, offer our students an extended day and any use of our facilities must not be detrimental to our staff or students or to the smooth running of the school. We reserve the right to cancel any booking without notice, should we need to, but we shall endeavour to avoid this wherever possible unless we have reasonable cause for concern.

We are also committed to generating additional income from the hire of our facilities which will help us to maintain our facilities in the best possible condition.

## **2. Pricing policy**

We consider that we have set a fair and competitive pricing structure taking into account the quality of provision, location and the associated maintenance and running costs of our facilities.

Preferential rates will be offered to groups offering activities exclusively for the use of our pupils. Local charities, schools and groups offering activities for people with disabilities would also be offered discounted rates or free hire where appropriate.

Normally hire fees will be reviewed annually in July and if they are increased to reflect prevailing operational costs, hirers will be informed in advance.

The school is not registered for VAT.

## **3. Responsibilities**

The responsibilities of the School and the Hirer on entering into a hire agreement are set out in full in our Terms and Conditions of Hire which will be provided at the time an enquiry is made and must be signed by the Hirer before any hire can proceed.

### **3.1 The School**

St Michael's Prep School is committed to providing a safe and secure environment for all its users. We use a hire agreement with specific terms and conditions that will cover health and safety aspects during the letting.

We will ensure that:

- all members of the public using the facilities of the school are given sufficient information to minimise any risk to their health and safety.
- Any equipment and materials provided by the school must be suitable for the activity and the people who will be using it.
- toilets and other facilities are available and adequate for the numbers, gender, and any special needs of the proposed users.
- Hirers can access relevant school policies g. Health & Safety, Safeguarding, Accident/Incident Reporting on our

website. Hard copies available on request from the main school office.

### **3.2 The Hirer**

To ensure your time spent on our premises is a safe and pleasant experience, we would like to draw your attention to the following health and safety duties that become your responsibility during the hire period: and we expect our users to comply with relevant health and safety legislation, no smoking regulations, fire evacuation procedures and to carry out appropriate risk assessments.

- It is the responsibility of the hirer to provide suitably qualified first aiders and first aid equipment
- They must carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- No use will be permitted that may compromise the security of the school or that might adversely affect our reputation. Furthermore, we will not permit any activity that we believe does not maintain an adequate level of care for those taking part.

As part of the contract all hirers must provide in advance of the hire:

- Evidence of appropriate insurance cover (up to a minimum of £5 million public liability) including a copy of the certificate and proof that the premium has been paid or that a direct debit has commenced
- Relevant risk assessments and control plans within the school
- Evidence of suitable certification and/or expertise as may be required by St Michael's (particularly in the case of any activities that carry risks above the normal);
- A signed copy of the hire agreement including Terms & Conditions of Hire
- No sub-letting is allowed.

The Director of Finance & Operations (DFO) is responsible for co-ordinating lettings of the premises in accordance with the hire agreement, terms and conditions of hire and our own relevant policies.

## **4. Health and Safety Information**

We will expect you to tour the premises prior to our final agreement to hire the facilities and attend an induction with the Estates Manager. During this visit he will familiarise you with the following;

- Fire alarm points. (Use these to sound the alarm if necessary – this will automatically start a continuous fire alarm – you should make a phone call to the emergency services in case of emergency)
- Fire evacuation procedures, routes, refuge point and assembly point. These are also displayed throughout the building.
- Location of a telephone (please note in the event of a power cut – you will need to contact the emergency services using your own mobile phone)
- Contact telephone number for out of hours' emergencies
- Toilet & Drinking water access
- Entrance and Exit access and security systems.

Fire evacuation training forms part of this induction. The hirer will ensure adequate supervision and take responsibility for the health and safety of all persons using our facilities.

All hirers, contractors and others using the school premises or facilities must familiarise themselves with the relevant parts of this policy, comply with all safety directives of the Headteacher and/or Governing Body and ensure that they will not without the prior knowledge of the Headteacher:

- a) introduce equipment for use on the school premises (other than specified on the hire agreement)
- b) alter fixed installations;
- c) remove fire and safety notices or equipment;
- d) take any action that may create hazards for persons using the premises at that time, or staff or pupils of the school at a later time.

The hirer (or other nominated person) is responsible for checking that the premises are left in a safe and reasonable order by others.

When the school premises or facilities are being used out of hours for a school -sponsored activity, the organiser of the activity, even if an employee, will be treated as a hirer and will comply with the requirements of the contract.

## **5. Safeguarding**

All hirers with responsibility for children on our premises will be required to demonstrate that only suitably vetted people are on site. Where services or activities are provided separately by another body using the school's premises, St. Michael's school will seek assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If assurance is not achieved, an application to use the premises may be refused.

Our full safeguarding policy is available on our website [www.stmichaels.kent.sch.uk](http://www.stmichaels.kent.sch.uk)

## **6. In the event of an incident, fire or near miss**

The school will ensure that Incident Report forms are made available to the hirer who, in turn, must ensure one is completed whenever there is an incident or near miss. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. Where more than one hirer is involved, the school will expect the co-operation and involvement of both parties.

## **7. Review and Monitoring**

The hire of our facilities and our pricing policy will be reviewed regularly by our Governing Body.

*This policy was reviewed by Director of Finance & Operations*

*Date: February 2017*

*Frequency of review: Every 2 year(s)*

Note: This document uses the most current Government information and guidance at the time of writing. It may change according to Government policy.