



LETTINGS POLICY

Summary

This policy document is to detail the procedures and arrangements for letting or hiring of Academy premises to ensure that that lettings are not in conflict with the fundamental purpose of the Trust / academy and that we hire out facilities in a way that is safe, following government guidelines and relevant risk assessments.



If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

Please Note: This policy is applicable to All Employees / Teachers / Support Staff / Volunteers including Trustees and Governors within the Group.

Policy owner	Finance and Operations Committee
Policy holder	Chief Finance Officer
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Approved by

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Approval Committee	Finance & Operations
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01	Reviewed last policy. Addition of Safeguarding Section and updated annex 1 (T&Cs, booking form for localisation)	ELT, Principals, Operations	February 2024

This document consists of:

- Trust Policy on letting of academy facilities
- Template for Academy Booking Terms and Conditions, booking form and hirer information for localisation by each setting (Annex 1)

1. Background

- 1.1 Eastern Multi-Academy Trust ("the Trust") aims to ensure the use of all its academies facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly for the benefit of the learners and secondly, for local people consequently providing the Academy with financial income.
- 1.2 This policy aims:
- To ensure that lettings are not in conflict with the fundamental purpose of the Trust / academy
 - To support community involvement in the life of the academy
 - To be consistent with the academy's equal opportunities policy
 - To maximize the commercial opportunity for lettings
 - To ensure costs are fully calculated and covered
 - To provide a professional service to users of the academy's premises and ensure good customer care
 - Hire out facilities in a way that is safe, following government guidelines and relevant risk assessments
- 1.3 The responsibility for managing lettings rests with the local academy, within the overall guidance of the Trust policy.
- 1.4 A letting is defined as "Any use of the academy buildings and ground by parties other than the academy and its partners". This may be a community group or a commercial organisation.
- 1.5 The following activities fall within the corporate life of the academy. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget:
- Trust and local governor meetings
 - Extra-curricular activities for students organised by the academy or the Trust
 - Academy performances
 - Family learning
 - Parents' meetings
 - Meetings of the PTA
 - PTA organised events
- 1.6 Care should be taken to ensure that any lettings are consistent with Trust values. The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area, are not deemed to be compatible with the ethos of the Trust / academy, or are not able to be accommodated within the Academy's facilities.
e.g:

- Commercial activities with little potential to generate income or support for the academy
- Events selling or serving alcohol
- Activities promoting gambling
- Activities or events of a political nature
- Activities or events which might bring the academy or Trust into disrepute.

2. Security

- 2.1 The academy Operations Manager has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

3. Responsibilities

- 3.1 Overall responsibility for academy lettings is held by the Trust. The Principal of each academy has responsibility to ensure adherence to the Trust policy and practical responsibility for the policy is initially delegated to the academy Operations Manager.

- 3.2 Each academy is responsible for:

- Managing the day-to-day lettings of the premises and ensure effective communication between all parties concerned
- Maintaining accurate records of all bookings
- Confirming bookings using the Academy Booking Terms and Conditions template
- Inspecting insurance documentation
- Raising invoices and chasing any outstanding payments
- Ensuring appropriate staffing - particularly ensuring an appropriately trained member of staff is present when any specialised equipment or accommodation is hired
- Booking duty site staff for lettings
- Ensuring facilities are as required by hirers
- Completing risk assessments for each letting/booking.
- Monitoring all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for academy use
- Providing a professional service to users of the academy's premises and ensure good customer care

4. Charges & Bookings

- 4.1 All charges are to be reviewed annually and set at a commercially viable rate by the academy Operations Manager in consultation with the relevant local Academy staff.
- 4.2 All bookings will be made directly with the academy, recorded locally and supported by a copy of the Academy Booking Terms and Conditions signed by the hirer.
- 4.3 In considering requests for lettings
- whilst the academy will try to accommodate all requests, the academy and current hirers will be given priority
 - other considerations include the type of event, site supervision availability, the number of other lets coinciding and the suitability of our accommodation
 - The school may decide that certain organisations or activities can use the premises for a

reduced rate, or free of charge, if it supports the core aims of the school or trust.

- may decide to impose an additional cleaning fee on top of the hiring rates.

4.4 The revenue raised from hiring out the academy premises will be reviewed by the Principal and will be fed into the school's financial reporting to the trust, to ensure best value is being achieved.

5. Health & Safety

5.1 No smoking is allowed on any site.

5.2 The academy has a responsibility to work within the framework of the law; however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the letting. Hirers are responsible for arranging any first aid provision for the members of their organisation. The Site Officer or other responsible person will demonstrate the availability of First Aid Equipment in the event of an emergency, prior to the start of any letting.

5.3 The academy's telephone system may be used in the event of an emergency. The academy reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Academy Booking Terms and Conditions). The academy requires any electrical items used to have a PAT certificate. The Operations Manager, in consultation with the Site Officer, will monitor the number of people on site with regard to safety in the event of a fire and insurance.

6. Safeguarding

6.1 Both the Trust and the Academy is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the trust's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

6.2 It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

6.3 If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), the school will ask for confirmation that the hirers have had the appropriate level of DBS check.

6.4 The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

6.5 The hirer must confirm that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Academy Designated Safeguarding Lead or Principal as soon as reasonably practicable.

6.6 The hirer must acknowledge that if the school or trust receives an allegation relating to an incident where an individual or organisation is using the school premises for running an activity for children, the school will follow its usual safeguarding procedures and inform the local authority designated officer (LADO).

7. Complaints Procedure

- 7.1 In the event of a hirer being dissatisfied with the facilities or service, the academy will investigate in line with the Complaints Policy.

8. Critical Incidents

- 8.1 In the event of a Critical Incident during a letting, the academy must ensure that the correct risk assessments are in place and that where applicable, Trust guidance and protocols are followed.

ACADEMY BOOKING - TERMS AND CONDITIONS

Please do read the information in this document as it contains essential information regarding your hire of our premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and that all Academy facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.

Hire of these premises is subject to the following conditions:

1. General Conditions

- 1.1 The Hirer must be over the age of 18 years; have completed the Application for Hire of Academy Premises form attached to these terms and conditions, have adequate Public Liability Insurance cover in place and have paid the required charges.
- 1.2 The Hirer is required to include preparation time and clearing-up time on the Application Form.
- 1.3 The Hirer, on arrival, should report any damage, litter or disorder immediately to the Academy staff on duty.
- 1.4 The Hirer is responsible for ensuring the number of people on site during the period of hire does not exceed the number given on the Application for Hire of Academy Premises form.
- 1.5 The Hirer is responsible for leaving the premises hired in a clean, neat and tidy condition and must place rubbish in black bags, which must be deposited in the external refuse bins. In the interests of hygiene, hirers are requested to ensure that disposable nappies are not left on the Academy's premises. If the Hirer fails to leave the premises clean, neat and tidy, the Academy's cleaners will clean the premises and will charge the cost to the Hirer.
- 1.6 The Hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The Hirer shall not assign or sublet the premises or any part of the premises.
- 1.7 The Hirer is responsible for ensuring that the let finishes promptly. The Academy will charge for the extra costs incurred for any delay.
- 1.8 All publicity for the hiring and all admission tickets etc. shall explicitly contain the name and address of the Hirer and the purpose of the event. Notices can only be displayed within the Academy site with the Academy's prior agreement. The Hirer is requested to inform the Academy in advance if the media is expected.
- 1.9 The Hirer agrees to pay the Academy on demand the cost of repairs or making good any loss or damage arising out of or incidental to the hiring.
- 1.10 No intoxicating liquor shall be included in the refreshments available.
- 1.11 Parking is only permitted in the designated areas. Vehicles must not be parked where they would cause an obstruction. The Academy cannot accept liability for valuables or possessions that are lost or damaged in any way on or off the Academy premises.
- 1.13 The Hirer is responsible for ensuring the Academy's pupils' property; work or equipment is not interfered with in any way.
- 1.14 Regular hirers of classrooms or sports facilities are assumed to attend each week and must notify the Academy of any absence without delay by contacting the Academy. A charge is levied whether or not the facility is used.
- 1.15 Hirers are responsible for getting out and putting away all sports equipment used in the appropriate place.
- 1.16 All furniture should be returned to its original position at the end of the let.
- 1.17 The Academy prohibits the use of fireworks.
- 1.18 No candles are permitted on site.
- 1.19 No smoking is allowed on the Academy site.
- 1.20 Refreshments may only be consumed in **INSERT LOCAL REQUIREMENTS**. No food and drink may be served or consumed in any other areas.
- 1.21 Authorised Officers of the Academy may enter the premises at any time for any reason during the let.
- 1.22 The Academy may terminate the letting if the Hirer fails to comply with the Academy Booking Terms and Conditions or with Fire or Health and Safety regulations.
- 1.23 Any event deemed to bring the Academy's good name into disrepute can be cancelled at any time by the Academy

- 1.24 Publicity materials used must be approved by the Academy in advance.
- 1.25 The hirer is responsible for carrying out a risk assessment. The Academy may require the hirer to provide a copy of this assessment to the Academy Site Manager.
- 1.26 Should the hirer need to call the emergency services during a let the duty site supervisor must be informed.
- 1.27 **INSERT LOCAL REQUIREMENTS ON RECYCLING ANY WASTE MATERIALS.**
- 1.28 If specialised equipment or accommodation is included in the hire, this may only be used when an appropriately trained member of academy staff is present.
- 1.29 Any large equipment brought to premises as part of a let e/g bouncy castle, rodeo bull, must have a relevant risk assessment and contractor safety certificates when appropriate.

2. Indicative Booking Charges with effect from 1st September 2022

	Mon- Sat			Sun or BH		
	1 hr	2 hrs	4 hrs	1 hr	2 hrs	4 hrs
<u>Non-sporting use</u>						
Classroom	£32	£60	£100	40	70	110
Hall, Gym or Dance Studio	£32	£60	£100	40	70	110
<u>Sporting use</u>						
Sports hall and facilities	£35	£66	£110	45	80	130
Football pitch (per fixture)		£32			35	
Tennis court area	£30	£55	£100	38	70	120
<u>Additional Charges</u>						
Each 1/2 hour after 10pm	£12			16		
Move up to 100 chairs	£6			8		

These prices are indicative only, and can be localised by setting and evaluated on an individual basis, however prices charged must, as a minimum, cover all academy costs.

3. Conditions

- 3.1 Single bookings for the require payment of either the full amount or a booking fee, equal to 50% of the value of the booking, at the time of booking. The balance must be received not later than 21 days prior to the hire.
- 3.2 Block bookings for regular hires will be invoiced one month in arrears and will be payable within 21 days of the date of invoice.
- 3.3 Cancellation charges are applied as follows:-
 - One month or more notice – full refund of fees less £50 administration charge
 - Less than one month but more than 7 days – 50% of fees paid
 - 7 days or less notice – no refund.
- 3.4 The Academy reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event, the fee paid shall be refunded in full but the Academy shall not otherwise be liable for damages in respect of such cancellation.

4. Duty Site Supervisor (or other responsible person) Responsibilities

The Duty Site Supervisor is the Academy’s representative and is responsible for **staying on site throughout the period of hire (where applicable)** and making sure that, before, during and at the end of the letting, the following are adhered to:

- a) That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the Academy
- b) That the premises are in a safe and satisfactory condition for the Hirer

- c) That the premises remain secure during the let by regular patrolling and monitoring of the entrance(s) being used.
- d) That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition
- e) That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- f) That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the Academy or its contents
- g) That, in the event of an emergency, appropriate assistance (e.g ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- h) Duty Site Supervisors do not have authority to change any aspect of these terms and conditions.
- i) Duty staff will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do we will do our best to put things right in a friendly and helpful manner.
- j) Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

5. Health and Safety

- 5.1 Hirers who use the premises to hold classes for children must complete the Academy's Safeguarding forms, and also provide a Child Protection and Safeguarding Policy which the Academy will hold on file.
- 5.2 It is illegal to smoke on any part of the Academy site.
- 5.3 Permission to use the premises will not be granted if, in the opinion of the Academy, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or Academy activity. Hirers are requested to respect the Academy's neighbours' rights.
- 5.4 The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- 5.5 The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- 5.6 The Hirer is responsible for arranging first aid provision for the period of hire.
- 5.7 Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the Academy unless the Hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the hirer (or his representative) is present.
- 5.8 The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
- 5.9 Any electrical equipment brought on to the premises must have up to date PAT tested certificates.

6. Additional facilities

- 6.1 No additional staging, curtains, decorations or scenery may be erected without the Academy's consent, which will only be given if all of these items are rendered nonflammable and removed at the end of the let. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
- 6.3 Chairs and furniture may not be removed from their existing locations without the Academy's consent
- 6.4 No adaptations, modifications or additions may be made to any part of the electrical installations in the Academy.
- 6.5 Use of the Academy's facilities, such as audio visual equipment, computers and photocopiers is not generally allowed however, applications will be considered on an individual basis.
- 6.6 The Academy must be advised if food is being brought onto the premises. ADAPT FOR LOCAL REQUIREMENTS Cooking is not permitted. No portable cooking equipment is allowed on the premises. Sinks may be used but not the sterilising sinks. No other equipment such as pans, cutlery or plates may be moved or used. The kitchen, including cookers, work-tops, sinks and floors must be left clean.

6.7 The use of a film projector with non-flammable films may be permitted on request.

7. Care of Under 8s

7.1 The legislation for the registration of day care is set out in the Children Act 1989. If you have children under 8 who attend sessions run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered. If this applies, the Hirer must confirm that all necessary registrations are in place.

8. Safeguarding

- 8.1 Both the Trust and the Academy is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the trust's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- 8.2 It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- 8.3 If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), the school will ask for confirmation that the hirers have had the appropriate level of DBS check.
- 8.4 The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.
- 8.5 The hirer must confirm that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Academy Designated Safeguarding Lead or Principal as soon as reasonably practicable.
- 8.6 The hirer must acknowledge that if the school or trust receives an allegation relating to an incident where an individual or organisation is using the school premises for running an activity for children, the school will follow its usual safeguarding procedures and inform the local authority designated officer (LADO).

9. Insurance Cover

- 9.1 Public Liability insurance (PLI) must be in place to protect the Hirer against injury, loss or damage caused to third parties or their property.
- 9.2 The Hirer must indemnify the Academy in the minimum sum of £2 million against all public liabilities and evidence of cover must be provided before the let takes place.
- 9.3 If the hirer cannot provide evidence of adequate cover, the hire will not be permitted.

10. Copyright and Public Performances Licences

- 10.1 The requirements in connection with the issue of licences for public dancing, music or any public entertainment must be strictly fulfilled. A Hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1993. Schools are not licensed for public entertainment and admission to functions where a charge is made must be by ticket only and no money must be taken at the door.
- 10.2 No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the Hirer to ascertain whether works to be performed are in the repertoire of the Society.
- 10.3 No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording no disc or tape etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.
- 10.4 The Hirer shall indemnify and keep indemnified the Academy from and against all costs and claims and demand, which may be made for any breach or infringement of copyright.
- 10.5 Any music licence or performance should not permit music outside of the following times: 9am-11pm (midnight on Friday & Saturday)

11. Evacuation Procedure

- 11.1 The Hirer must ensure they and anyone attending their event are familiar with the Evacuation Procedure in the event of an emergency.
- 11.2 The Hirer should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. The fire evacuation routes are displayed and must be followed. If any person is missing, they are responsible for advising the Duty Site Supervisor immediately.
- 11.3 In the event of an emergency:
INSERT LOCAL EVACUATION PROCEDURES

APPLICATION FOR HIRE OF ACADEMY PREMISES

Name of Organisation / Business							
Registration Address of Organisation / Business (for invoicing purposes)							
Nature of Organisation / Business							
Contact Name (if different from above)							
Contact Address (if different from above)							
Telephone Number(s)							
Type of Activity							
Date and times for hire / function (for single use)							
Date: ___ / ___ / ___							
Time From: To.....							
<i>Please note: you must include sufficient time to prepare the Hall and clear up when indicating the hours which you require.</i>							
For regular use please tick the day required.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time:.....							
Full Time / Term Time Only (please delete as appropriate)							
Dates of hire:							
Numbers attending							

FACILITY	REQUIREMENTS
Classroom	
Hall, Gym or Dance Studio	
Sports hall and facilities	
Football pitch / field	
Tennis court area	
Please include any set up arrangements required, table/chair set up required (eg board room or theatre style), or any additional equipment required.	

Booking Charges	£ per Hr	TOTAL CHARGE
Classroom		
Hall, Gym or Dance Studio		
Sports hall and facilities		
Football pitch or field		
Tennis court area		
<u>Additional Charges</u>		
Each 1/2 hour after 10pm		
Move up to 100 chairs		

I represent a non-profit making charity or organisation, have proof of my status and also have provided proof of my own adequate Public Liability Insurance cover. (please tick if applicable)

I represent a profit-making organisation and have provided proof of adequate Public Liability Insurance cover. (please tick if applicable)

I confirm that I am aged 18 years or over. I apply for use of the above accommodation and facilities and if my application is approved I agree to abide by all the conditions and pay promptly all letting charges in accordance with the agreed booking terms and conditions.

Signed (on behalf of the hirer).....

Date: Print Name.....

Signed (on behalf of the Academy).....

Date: Print Name.....

All data collected on this form will be managed in accordance with the General Data Protection Regulations. You can find our Privacy Notice regarding the information in this form on our website:

Declaration of Receipt of Documentation and Purchase of Liability Insurance

Name of Organisation hiring Academy Premises:

Contact Name:

Contact Address:

I confirm on behalf of the above organisation that the organisation will abide by the Rules and Regulations issued with this documentation to ensure the safe use of the Academy Premises. I confirm that all documentation detailed above has been received and the Safety Information detailed therein has been transmitted to all members of the above organisation.

I also confirm that the above organisation has sufficient Liability Insurance as required on the Application to hire the Academy Premises and enclose a copy of the Insurance Certificate.

I apply to use the following Academy Equipment only and will ensure that this is used in a safe manner and, if necessary will be erected/dismantled by authorised members of this organisation.

Details of equipment required:

Names of personnel in organisation authorised to erect and dismantle the above equipment:

Signed:

Date:

RISK ASSESSMENT FOR HIRERS OF PREMISES AT **XXX** ACADEMY

It is a requirement that all hirers of the academy premises sign the declaration of receipt of the following details and documents pertaining to the academy's risk assessment for the use of the academy's premises. All hirers must sign the declaration and have completed an application form prior to the first letting taking place each term.

Where equipment not belonging to the academy is used (for example bouncy castle or sports equipment), the hirer must supply full risk assessments and other documentation as requested. It is the hirer's responsibility to ensure equipment does not damage flooring and any other article within the academy and its ground. All equipment must be removed after the booking unless agreement is made with the academy otherwise. We reserve the right to refuse use of equipment as we see fit.

PLEASE NOTE THAT **XXX** ACADEMY IS A 'NO SMOKING' SITE AND THIS RULE WILL BE STRICTLY ENFORCED.

As a hirer of premises at **XXX** Academy out of school hours, the following rules and regulations must be observed during the course of each letting:

1. A guidance sheet on fire safety and the possible risks which may be encountered is provided which all hirers of academy premises must follow. A copy of this guidance sheet is provided with this documentation.
2. The conditions for booking and use of the premises, as detailed in the attached document must be followed by all hirers of academy premises and special note must be taken of the liability of the hirer and the need for the relevant insurance protection to be purchased by the hirer. Please also pay particular attention to the detailed responsibilities of the hirer. Permission must be obtained to use any academy equipment and such equipment must be used in a safe manner and erected and dismantled by authorised personnel only.
3. With the use of the Sports Hall or Academy Gymnasium for sporting purposes, there is attached a list of the rules of the Academy Sports Association which are enforced by the Site Officer on duty for the benefit, enjoyment and safety of all users.
4. It is the responsibility of the hirer to consider first aid arrangements.

IMMEDIATELY PRIOR TO EVENT ONCE HIRER IS ON SITE:

5. The Person in charge of the let should be met personally prior to first letting by the Duty Site Officer or other responsible person to explain procedures.
6. The Emergency contact number will be given to the hirer. The Site Officer or other responsible person will demonstrate the availability of First Aid Equipment.
7. Fire/Emergency evacuation procedures will be explained to hirers.
8. Fire extinguishers/fire bell positions and sound of fire bell will be explained to hirers.

DURING THE COURSE OF LETTING:

9. The Principal delegates to the Duty Site Officer or other responsible person the right to take all reasonable precautions to ensure safety and good order on the site during any period of letting.
10. If the Site Officer in charge of the let suspects problems during the course of the let, the Site Officer is given permission by the Principal to terminate the letting immediately and take any other appropriate action, e.g. calling the police to the site.

Site Officer's mobile phone numbers:

11. The hirer is responsible for any damage to the premises and equipment. The academy will accept no liability for accidents on the premises. Damage to property or injury to persons during the time of use should be notified immediately to the Duty Site Officer.

THE ACADEMY SPORTS ASSOCIATION

While using the Sports Hall or the Academy Gymnasium facilities, please observe the following rules which are enforced by the Site Officer for the benefit, safety and enjoyment of all concerned.

1. No Smoking.
2. **No food or drink is allowed in the Sports Hall or Gymnasium playing areas.** Sports drinks containers with sealable lids only are acceptable. Chewing gum and sweets are banned totally from these areas. In the interests of safety no player will be allowed to play who is perceived to be chewing.
3. No outdoor shoes or marking soled footwear is allowed in the Sports Hall or Gymnasium.
N.B. Footwear worn in the Sports Hall must be clean and specifically for indoor purposes only. Footwear which has been worn outside may not be worn in the Sports Hall or Gymnasium.
4. Any wound that is bleeding must be covered immediately.
5. **Do not hang on the basketball nets or rings, the cricket nets, the football goal posts, or use the climbing wall. If the letting is specifically for use of the climbing wall then the wall must not be used without the correct equipment or qualified supervision.**
6. Look after your valuables. Academy accepts no responsibility whatsoever for the loss of personal belongings either inside the academy buildings or within the school site.

Thank you for your cooperation and we hope you enjoy the use of the facilities.

GUIDANCE ON FIRE SAFETY

The following guidance relating to Fire Safety should be complied with by hirers of Academy premises.

Parts of the academy premises may be affected by legislation such as the Cinemas Act 1985, the Theatres Act 1968 and the Local Government (Miscellaneous Provisions) Act 1982, therefore all the conditions of any such licence, if applicable to a particular letting, are to be strictly complied with at all times. Subject to no appropriate legislation being applicable, the following guidelines are to be strictly adhered to where relevant.

1. ESCAPE ROUTES AND EMERGENCY PROCEDURES

Check and make sure your organisation is familiar with all escape routes. Ensure that emergency procedures have been explained by the Site Officer prior to the first letting taking place and transmit this information to the members of the hiring organisation.

2. DOORS AND GANGWAYS

Make sure gangways, corridors, ramps, exit doors and escape doors are unobstructed and doors are easily opened without the aid of a key.

3. SEATING

- (i) Any seating must be at all times so disposed as to provide unobstructed access to all exit doors. Passages or gangways not less than 1.06m wide shall be provided leading directly to the exit doors.
- (ii) Gangways not less than 1.06m wide shall be provided intersecting the rows of seating in such a manner that no seat shall be more than 3.65m away from a gangway measured in the line of seating.
- (iii) Width of seatways - minimum 305mm.

4. HEATING & HAZARDS

- (i) Do not use gas cylinders or canisters inside the building.
- (ii) Do not allow the use of highly flammable materials or naked flames i.e. candles or matches
- (iii) Flammable / dangerous materials are not allowed on site
- (iv) If, at any time during your booking, you smell gas, set off the fire alarm and evacuate all group members as per fire evacuation procedure. A designated person should then contact the Duty Site Officer and National Gas Emergency Service: 0800 111 999

5. FIRE FIGHTING EQUIPMENT

- (i) Do not obstruct fire fighting equipment.
- (ii) Check that at least one member of your organisation is familiar with its operation and use.

6. FIRE EVACUATION PROCEDURES

- (i) Where appropriate, adopt a fire warning signal (e.g. a whistle).
- (ii) Have some form of fire drill procedure already worked out (including assembly area).
- (iii) Make one person responsible for calling the Fire Brigade if an outbreak should occur. This responsibility includes the identification of the nearest available telephone.
- (iv) Keep a checklist of the names of the people in your group and the number on site during each letting so that checks can be quickly made.
- (v) In the event of a fire always:
 - Raise the alarm
 - Get everyone out
 - Call the Fire Brigade
 - Tackle the fire only if it is safe to do so
 - Take a roll call to check that everyone is safe
 - Do not re-enter the building
 - Do not stop to collect personal belongings

7. DISABLED PERSONS

On those occasions when disabled or handicapped persons are present on the premises, it may be necessary to make special arrangements to enable all persons to leave the premises in the event of fire.

8. USE OF PREMISES FOR OVERNIGHT ACCOMMODATION

Premises used for overnight accommodation by Girl Guides, Brownie Groups, Scouts and similar organisations, should have been previously inspected by the Fire Service to comment on the suitability of the premises for its proposed use. In addition to the above guidance, the guidelines and recommendations for fire safety in premises used for temporary sleeping accommodation are set out below.

- (i) The children's sleeping area should be supervised by a responsible adult who is familiar with the fire evacuation procedures and escape routes from the building.
- (ii) Adequate means of escape should be provided from the area used for sleeping accommodation - preferably only ground floor accommodation should be used.
- (iii) The Fire Brigade should be notified regarding temporary use of premises as an additional precautionary measure.

Example Risk Assessment for the Management of Lettings:

[GENERAL RISK ASSESSMENT FOR THE MANAGEMENT OF LETTINGS 2022](#)

General Risk Assessment for the Management of Lettings

School Name		Decide who may be harmed (insert ✓):					
		Student		Contractors		Visitors	
Department / Location (if applicable)		Staff		Vulnerable People		Volunteers	
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L		
Safe Organisation and Arrangement	H	<p>Lettings Policy/Agreement in place which is provided to the hirer prior to the event, signed and returned. All rules specified in this must be followed.</p> <p>The hirer is required to provide evidence of adequate and current public liability insurance, risk assessments for the activities to be carried out and DBS checks.</p> <p>Hirer staffing arrangements are checked to ensure that there are adequate adults for both normal activities and to cope with an emergency/accident.</p> <p>The hirer accepts responsibility for the safe operation of the activity.</p>	✓	<i>Hirers to complete full application of hire form, whilst agreeing with the terms and conditions of the letting. Also full liability insurance documents to be produced prior to first let.</i>			
Accidents/Injury/First Aid	H	School emergency procedures are discussed with the hirer. The hirer provides sufficient staff and trained first aiders for the numbers attending event.	✓	All information provided within the T and c's for letting agreed by each group prior to letting. Information gathered on form if required			
Overcrowding	H	Hirer is advised before first letting of the maximum number of persons they can have on site.	✓	<i>Site staff will undertake periodic checks to ensure hirer complies</i>			
Slips/trips /falls	H	Area checked before use for obvious hazards. Cleaning equipment supplied to manage spills. Briefing on minimising hazards provided on induction of hirers (at first letting). Adequate internal and external lighting provided.	✓	<i>Site staff will undertake periodic checks to ensure hirer complies</i>			

Security of Premises	H	Site staff unlock relevant doors. Keys and access codes are not provided to hirers. Access to other areas of building is restricted as far as practical. Security arrangements are discussed with hirer prior to first letting.			
Fire	H	Fire evacuation plan discussed with hirer. Fire exits shown to hirer before event and all checked prior to event. Restricted access to rest of school. No smoking on premises. Emergency contact numbers supplied. Periodic drills undertaken		Hirer expected to take own roll call and make own arrangements for fire plan. Fire risk assessment available to hirer on request.	
Electrical safety	M	All school portable electrical appliances are tested and maintained. Hirer's own equipment must be tested if brought on to school site. Discussion with hirer on management of trailing cables and safe use of equipment undertaken before first letting.		Site staff will undertake periodic checks to ensure hirer complies	
Alcohol/Smoking	L	Alcohol and smoking are NOT permitted on any part of the school site as part of any letting.		No smoking on site – part of terms and conditions agreed with all groups.	
Flammable/Hazardous substances	M	Areas in school containing hazardous substances are 'out of bounds' and locked. Hirers are advised what substances they can and cannot bring on to site as part of induction before first letting.		Site staff will undertake periodic checks to ensure hirer complies	
Falls from height	L	Hirers are warned not to climb on furniture, etc. If items at height are required a member of trained site staff are to be contacted.		On centre Ts and Cs	
Manual Handling	L	Site staff who are trained set out all furniture requirements. All store rooms are locked to prevent access to additional furniture. Hirers are told NOT to move furniture/equipment.		On centre Ts and Cs	
Vehicle Movement	L	Car park provided. Hirer warned of risks as part of induction.			

Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and or impact of injury and or damage.

Initial assessment has been undertaken, complete the residual assessment based on your control measures/findings/additional actions etc.

Other Hazards Identified	Additional Control Measures to be Put in Place
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</i>

Date of Assessment:		Carried out by:		Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:	<ul style="list-style-type: none"> • School Lettings Toolkit/Induction Documents • Hirer Agreement & Liability insurance Documents • Hirer Own Risk Assessment 				

THIS DOCUMENT IS PROVIDED TO HIRERS TO OUTLINE HOW OUR SCHOOL MANAGES GENERAL RISKS ASSOCIATED WITH LETTINGS. IT IS NOT INTENDED TO REPLACE THE HIRER'S OWN ACTIVITY SPECIFIC RISK ASSESSMENT DOCUMENT. A COPY OF THE HIRER'S RISK ASSESSMENT MUST BE PROVIDED TO SCHOOL BEFORE THE LETTING TAKES PLACE.