



# Oldfields Hall Middle School

## **LETTINGS POLICY JULY 2015**

TO BE REVIEWED EACH YEAR

REVIEWED: JULY 2016 EPB/JF

REVIEWED: JULY 2017 EPB/JF

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## **INTRODUCTION**

The Governing Body recognises the role of the school within the community and welcomes the use of the school's premises for community and leisure purposes.

## **CONDITIONS OF THE USE OF THE PREMISES**

School premises are provided essentially for educational purposes and must not be let in such a manner as to prejudice their use for this purpose.

### **1. APPLICATIONS**

- All applications for hire of the school's facilities must be made directly to the school, via the Bursar at least 2 weeks before the first day of the proposed letting if possible.
- All applications are subject to approval by the Governing Body of the school, but subject to any direction given to them by the LA.
- The Governing Body authorizes the Bursar to accept a letting on their behalf which would then be formally approved by the Building Committee after the Finance Committee has approved any financial decisions. This will then be reported for information back to the Full Governors.
- All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to refuse any application without stating the reasons for doing so.

### **2. HIRER**

- The hirer must be over 18 years of age and shall be the person by whom the application form for the hiring is signed.
- He/she will also be responsible for completing the hazard exchange form with the school representative and any risk assessments necessary.
- Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement.
- He/she is also responsible for reporting any accidents on site or any defects found on site to the main office as soon as possible after the session has finished.

### **3. FEES AND CHARGES**

The hire fee shall be paid in full upon signing the Hire Agreement together with any returnable deposit required by the Governing Body.

### **4. DURATION OF THE LETTING**

The Governors shall determine in advance the duration of a letting whenever possible and this should be made clear to the hirer.

### **5. EMERGENCY PROCEDURES**

- Hirers of the premises must have emergency procedures in place for their activities and the Premises Manager must make clear the procedures for the site, which are in place, as part of the hazard exchange form.
- Hirers must be given a copy of the fire procedures for the site, alarms and emergency lighting and it is then their responsibility to communicate this to all those present i.e. fire exits, fire call points etc.
- In the event of fire, the Hirer will call the Fire Service and all users will evacuate the building via the nearest fire exit.
- Hirers must provide their own mobile phones to enable them to contact emergency services when needed.
- It is the responsibility of the Hirer to provide first aid equipment and trained personnel in the event of accidents or incidents.
- Hirers must ensure that they do not block fire exits or move furniture or equipment into corridors which are used as fire escape routes during an emergency.
- All accidents must be reported to the main school office as soon after the event as possible and these reports must be checked to see if any problems with the site were involved.

- In the event of snow and ice, it is the responsibility of the School to ensure that appropriate gritting of the premises is undertaken for the safety of all persons attending the premises for the purpose of the letting. The Premise Manager may cancel the letting if he feels that the site is unsafe for use i.e. due to snow or ice and similarly the Hirer may cancel the letting if he/she feels that the activity is not safe due to present conditions.

## 6. CANCELLATIONS

a) **By the Hirer:** 24 hours' notice must be given by the Hirer to cancel or postpone bookings. Refunds or fees payable are at the discretion of the Bursar. [Inclement weather cancellations or postponements will be assessed before charges are made.]

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 a full refund will be given. The school will accept no liability in respect of commitments or expenses incurred by the Hirer due to such cancellations.

The right is reserved to cancel any hiring, without notice, where the Governing Body considers it necessary for any cause outside their control and a full refund will be given.

## 7. SECURITY OF THE PREMISES

- Entrance to the school for internal lettings will be via the main entrance and the school will be opened by school staff at an agreed time.
- For security reasons, the school keys will not be available to the Hirer.
- It is the responsibility of the Hirer to ensure that the schools premises are secure during the time they are in use, i.e. ensure that the main entrance interior doors are locked when all members of the group are inside.
- The caretaker's contact telephone number will be made available to the Hirer to report any problems or emergencies which occur.
- School staff will secure the premises when the letting is finished [at a previously agreed time] after first checking that everyone has left.
- The hirer must provide supervision for those taking part in the activity that might arrive before the scheduled start time to ensure that they do not enter unauthorized areas of the site.
- It must be made clear to the hirer what areas they are allowed access to i.e. those using sports fields may need access to toilets – which ones can they use?
- Hirers are also responsible for any spectators who come to view the activity i.e. football match.
- The Premise Manager must ensure that hirers are excluded from all hazardous areas of the site i.e. DT rooms, Science labs, storage areas etc.

## 8. HIRED AREA

- The hirer will be clearly informed of what areas they have access to during the letting directed by the Governing Body.
- The LEA and Governing Body reserve for themselves, and their officials, the right to enter the hired area at all times on producing evidence of their identity.

## 9. VARIATIONS OF CONDITION

There shall be no variation to the conditions of hire without the express consent of the Governing Body.

## 10. CARE OF SCHOOL PREMISES

- The Premise manager is responsible for ensuring that the whole of the site is in a safe condition at all times and he/she must ensure that any room, hall, pitch or playground is safe and fit for use as far as is practically possible.
- The hirer is responsible for everyone who is on the School's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the School's premises which are under the hirers control at the stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.
- No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises
- No bolts nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings.
- The hirer shall ensure that no person using the permitted area is to wear footwear which may in the opinion of the Governing Body be damaging to the floor surfaces of the hired area.

## **11. ELECTRICAL EQUIPMENT**

- **ALL** electrical equipment owned by the Hirer must have been electrically tested [PATESTED] within the last twelve months. The school may make random checks on electrical equipment.
- Hirers may not use school equipment unless there is a prior written agreement with the school.

## **12. INTOXICATING LIQUOR**

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the Governing Body. Where such consent is given hirer must comply with the Licensing Laws and provide evidence of such to the Governing Body.

## **13. SMOKING**

There shall be no smoking in all areas of the school premises due to government legislation. This includes vaping devices.

## **14. PUBLIC ENTERTAINMENT AND OTHER LICENCES**

- The promoters of entertainment and functions to which the public are admitted on payment shall be responsible for completing to the satisfaction of the Governors all formalities in connection with the use of the premises for that purpose.
- Where the Chief Fire' Officer or Licensing Authority require additional facilities for the purpose of a letting (such as "Exit" sign and emergency lighting) which are not already installed, It shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.
- Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to admission.
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.
- The hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:
  - all safety requirements and recommendations of any licensing authority are complied with;
  - any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with;
  - suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.

## **15. COPYRIGHT AND PERFORMING RIGHTS**

- No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.
- The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the Governing Body to use the school premises shall be immediately cancelled and the Governing Body shall have the right to recover fees, charges or any other payments referred to in these Regulations.
- The hirer shall indemnify the Governing Body from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises.
- The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society for Music, 2 Pancras Square, London N1C 4AG.
- If it is proposed to play a copyright record or tape in public, application for a licence so to do must be made to Phonographic Performance Ltd, 1 Upper James Street, London W1F 9DE.
- Evidence that the necessary licences have been obtained must be supplied to the Bursar one month before the letting.

## **16. GAMING**

No gaming is allowed except in accordance with the conditions of the Gaming Act 1968, Section 41 when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain. A copy of these conditions is open for inspection in the Local Magistrates Court during the normal

hours of business and the hirer shall be deemed to have knowledge of the contents thereof whether or not he has availed himself of the opportunity of inspection.

#### **17. USE OF EQUIPMENT**

- The hire area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the Governing Body.
- School furniture (other than chairs for use in halls) shall not be moved except by arrangement.
- The hirer must do everything reasonable to avoid loss, damage or breakage to the School's property whilst the School's premises are under the hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the Main Office or the Premise Manager. The Governing Body will be entitled to charge the hirer for any such loss, damage or breakage on terms to be approved by the school.

#### **18. RISK MANAGEMENT**

- The Hirer must ensure that any 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.
- 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.

#### **19. INSURANCE**

- The hirer will be required to indemnify the School against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence / default of the Governing Body, its Servants or its Agents.
- The Authority has a special insurance policy which will provide cover for the hirer in certain cases. The policy details including conditions and exclusions can be found in the Third Party Hirer's Policy - Summary of Cover document (*Appendix 3*).
- Where the hirer is a political organisation, a professional entertainment promoter, or uses the premises on a commercial / business basis or is unable to satisfy the requirements of the Third Party Hirer's Policy then they will be required to obtain separate third party insurance cover.

#### **20. PARKING OF VEHICLES**

- The parking of vehicles on the school's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.
- It is the responsibility of the Hirer to ensure safe pedestrian and vehicle segregation.

#### **21. USE OF PLAYING FIELDS AND ASTRO PITCH**

- Any hiring of a playing field or the Astro pitch may be cancelled without notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use.
- Suitable footwear must be worn – **ONLY TRAINERS** allowed on the Astro.
- All litter must be removed from site.
- The County Council's Third Party Hirer's Insurance Policy does not cover any use of the playing fields or Astro pitch if no part of the school building is being hired.
- If a public liability certificate is not provided then the School or Staffordshire County Council will not accept liability for any injury/damage that may occur during the letting period.

#### **22. MISCELLANEOUS**

The hiring body shall comply with such additional conditions as the County Council, Head teacher, or the Governors may require in writing, to be observed for a particular letting.

## 23. Appendix 1

### CHARGES

The Governing Body will consider whether or not certain types of community activities should be supported by seeking only to recover the cost of making the premises available. If the school is to be used for community activities during the hours from 7.30am until 6.15pm (a normal school day including the before and after school club), which benefit the pupils and/or the parents of the school directly, then no charge will be made.

The school wishes to promote the use of its facilities within and for the benefit of pupils and families from the local community. Therefore, if the school is approached by an outside provider wishing to organize activities during the school holidays mainly for participation of pupils from Oldfields and/or its feeder schools, then a fee of £20 (plus VAT where VAT is applicable) per session (morning or afternoon) will be charged.

The conference room or a classroom is available for use by other schools and/or the Uttoxeter Schools Partnership, for meetings and training events such as Literacy, Numeracy, SENCO and Pupil Premium update meetings and Teaching Assistant training. There will be no charge made for use of the room in these circumstances. If a request is received to use the conference room or to use a classroom/school hall for other training sessions/meetings where there is a budget for the venue, then a charge of £10 per hour will be made for use during the normal school day.

Football clubs wishing to hire the playing fields will be charged £30 per session (plus VAT where applicable).

Charges for any other lettings not falling into any of the above categories will be charged at current rate.

**Current charges are as follows, these will be reviewed annually:**

<b>HALL</b>	<b>CLASSROOM (10,11,18)</b>	<b>PLAYING FIELD/ GROUNDS</b>	<b>ASTRO PITCH</b>	<b>PLAYGROUND</b>
£ 15 per hour (£8 one off payment if heating required)	£10 per hour (£2.50 one off payment if heating required)	£30 per half day £50 full day	£12 per hour – Juniors £16.50 per hour – Adults	£10 per hour
<b>LOWER YOUTH CENTRE</b> £30 half a day £50 full day (£8 one off payment if heating required)	Classrooms 10 & 11 together £15 per hour		(VAT is chargeable if less than 10 consecutive bookings are made)	(sport activity - VAT is chargeable if less than 10 consecutive bookings are made)

Charges may be waived if there is a reciprocal arrangement in place which will benefit the pupils of the school and if this is the case, then an additional clause will be inserted on the lettings agreement forms.

Letting charges for other types of use (business or commercial) may realize a surplus, which can be used for the benefit of the school.

The school budget must not be used to subsidize the community use of schools.

The following costs must be taken into account when determining charges:

- energy;
- caretaking and cleaning;
- wear and tear on equipment;
- use of consumables.

## 24. Appendix 2

### V.A.T ON LETTING CHARGES

Charges for halls, classrooms and cloakrooms are normally exempt from VAT where no additional facilities are provided.

#### Room Hire other than Sporting or Recreation

Charges for use of education premises as polling stations are not subject to VAT.

Charges for halls, classrooms and cloakrooms are normally exempt from VAT where no additional facilities are provided and if the rooms can NOT in any way be construed as being equipped for Sports or for taking part in Physical Recreation.

Where additional facilities (e.g. catering facilities) are provided in conjunction with the letting of rooms or the letting is for the hire of sports facilities these should be separately identified and invoiced at standard rate.

#### Hire of Facilities for Sport and-Physical Recreation

The short-term hire of sports grounds and premises designed or adapted for playing any sport or taking part in physical recreation is generally a standard rated supply. Premises count as sports facilities if they are designed or adapted for playing any sport or taking part in physical recreation, i.e. if they have fixed basketball nets for instance. The presence of floor markings, e.g. for badminton, does not however mean that a general purpose hall would necessarily be construed as representing sports facilities but where the hall is hired for sporting purposes, the hire should be standard rated. Changing rooms hired incidentally to sports facilities carry the same liability as the sports facility itself.

Certain lets of sports facilities are exempt where the granting of the facilities is for:

a) continuous period of use exceeding twenty-four hours:

or

b) a series of ten or more periods, whether or not exceeding twenty-four

hours in total, where the following conditions are satisfied:

- i) each period is in respect of the same activity carried on at the same place;
- ii) the interval between each period is not less than one day and not more than fourteen days;
- iii) the hire charge is paid for the whole series and is so evidenced in the written agreement;
- iv) the grantee has exclusive use of the facilities;
- iv) the grantee is a school, an association, a club or an organisation representing affiliated clubs or constituent associations (i.e. is a non-profit making voluntary body).

All other lettings for periods of use of twenty-four hours or less will be standard rated.

## Other Charges

If in any case it is proposed to make a car parking charge or a charge for admission to premises and events it is most important that LA advice is sought before proceeding.

## 25. Appendix 3

### INSURANCE ARRANGEMENTS

The Authority has negotiated a special insurance policy which obviates the need for some individuals, and some organisations to obtain separate third party liability insurance cover which, for certain groups of hirers, may be expensive, relative to their limited finances. The Council's insurers insist that this Policy is now based on their standard policy wording and that for the policy to operate, schools must enter into a formal Lettings Agreement with all hirers of school premises. The Agreement must be based on the lettings agreement wording Application for hire of school (Appendix 5) and must incorporate the Charges to be made (Appendix 1).

In order to comply with the County Council's insurer's requirements schools must ensure:

1. that there is a lettings policy in place;
2. that all lettings are subject to a formal agreement between the hirer and the school;
3. that hirers have read and understood the Lettings Policy Conditions of Use and have signed the lettings agreement to confirm their acceptance of the Conditions of Use within the Policy;
4. that hirers complete an Application for hire of school (Appendix 5)

It is important that both schools and hirers understand when the Third Party Hirer's Policy will apply and when hirers will need to provide their own public liability cover. The policy will not apply in respect of the use of the premises for the following:

- (a) Meetings organised by political parties
- (b) Professional entertainment promotions
- (c) Commercial or business use
- (d) Hire of playgrounds and playing fields **unless** as part of a hiring for the school buildings.
- (e) for martial arts activities
- (f) for any sporting activity but only in respect of personal injury or damage suffered by one participant that was caused by another participant

Where only the playground, playing fields or Astro pitch are hired separate Public Liability Insurance must be in place to protect any legal liability attaching to the hirer.

**The policy only applies whilst the individual/organisation is using Council premises.**

Where individual's /organisations activities are excluded from the Policy, the hirer must have Public Liability Insurance in their own name with a Limit of Indemnity of at least £2,000,000.

The lettings agreement Application for hire of school (Appendix 5) requires hirer's to confirm either that their activities fall under the County Council's Third Party Hirer's Policy or that they will provide their own cover. Schools must ensure that it is clear which alternatives applies to each letting.

The Third Party Hirer's Insurance Policy – Summary of Cover should be shown to all prospective hirer's to determine whether or not they can take advantage of the County Council's Policy. When an application for the letting of a school is approved the hirer is required to sign the Agreement to confirm that they will abide by the Conditions of Use and that they understand the public liability insurance position.

## Third Party Hirer's Insurance Policy – Summary of Cover

The policy will indemnify the insured (the Hirer) against all sums, which the insured shall become legally liable to pay as compensation arising out of:

- (a) Accidental bodily injury or illness (fatal or otherwise) to any person and/or
- (b) Accidental loss of or accidental damage caused to third party property.

Details of the policy cover are set out below:

### 1. Persons/Organisations Insured

Individuals and organisations which would not normally be expected to have their own Public Liability Insurance hiring premises owned by Staffordshire County Council

### 2. Occupations & Activities

The activities of the insured (see above) at the premises owned by Staffordshire County Council.

- 3. The intention of this policy is to protect the hirer where a claim of negligence is made against them by a third party.
- 4. The Insurer will indemnify the Hirer in respect of all sums, which the Hirer may become legally liable to pay as damages and claimants' costs and expenses for:-
  - (a) Accidental injury to any person (other than an employee of the Hirer if such injury arises out of and in the course of employment by the Hirer)
  - (b) Accidental damage to the premises or the contents of the premises subject to the liability of the insurer not exceeding £100,000 in any one claim in respect of legal liability which attaches to the Hirer solely by reason of the agreement that would have not attached in the absence of such agreement.
  - (c) Accidental damage to other property not belonging to or in the custody or control of the Hirer or of any person in the Hirer's service.
  - (d) Accidental damage occurring during the period of insurance arising out of the activities of the Hirer at the premises,

The policy will not apply in respect of the use of the premises for the following:

- (a) Meetings organised by political parties
- (b) Professional entertainment promotions
- (c) Commercial or business use
- (d) Hire of playgrounds, playing fields or Astro pitch **unless** as part of a hiring for the school buildings.
- (e) for martial arts activities
- (f) for any sporting activity but only in respect of personal injury or damage suffered by one participant that was caused by another participant

Where only the playground, playing fields and Astro pitch are hired separate Public Liability Insurance must be in place to protect any legal liability attaching to the hirer.

6. The limit of indemnity under the policy is currently £5,000,000

7. The policy **only** applies whilst the individual/organisation is using Council premises.

8. If any other insurance covers the same loss, damage or liability this insurance will not pay any amount covered by such insurance.

**26. Appendix 4**

**APPLICATION FOR HIRE OF OLDFIELDS HALL MIDDLE SCHOOL  
OLDFIELDS HALL MIDDLE SCHOOL LETTING FORM  
(please complete all information)**

**Name of Hirer :** .....

**Address of Hirer:** .....

.....

**Daytime Telephone Number:** .....

**Evening/Mobile Telephone Number :** .....

**e-mail address:** .....

**Details of requirements: Room/s and area to be hired (tick box below relevant area)**

<b>HALL</b>	<b>CLASSROOM (10,11,18)</b>	<b>PLAYING FIELD/ GROUNDS</b>	<b>ASTRO PITCH</b>	<b>PLAYGROUND</b>
£ 15 per hour (£8 one off payment if heating required)	£10 per hour (£2.50 one off payment if heating required) Classrooms 10 & 11 together £15 per hour	£30 per half day £50 full day	£12 per hour – Juniors £16.50 per hour – Adults  (VAT is chargeable if less than 10 consecutive bookings are made)	£10 per hour  (sport activity - VAT is chargeable if less than 10 consecutive bookings are made)
<b>LOWER YOUTH CENTRE</b> £30 half a day £50 full day (£8 one off payment if heating required)				
<b>Date/s required:</b>		<b>Start/end time:</b>		
<b>Equipment/facilities requested:</b>		<b>Nature of Activity:</b>		
<b>Equipment to be brought in by hirer:</b>				
<b>Age range of those attending:</b>		<b>Number attending:</b>	<b>Number of lettings:</b>	

**SCHOOL EVENTS WILL TAKE PRIORITY AND SOME DATES MAY HAVE TO BE CANCELLED IF FACILITIES ARE REQUIRED BY THE SCHOOL**

Hiring of facilities maybe possible during the holidays and at weekends, this will incur additional costs, please contact Mrs J Flanagan on the number below.

**Please tick the appropriate box:**

- Public liability insurance is being provided by the County Council's Third Party Hirer's Insurance Policy I can confirm that I have read the Summary of Cover and fully understand the insurance being provided including the policy conditions and exclusions which apply.
- Public liability insurance is not being provided by the County Council's Third Party Hirer's Insurance Policy and I confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £2,000,000. **Please provide a copy of your Insurance.**

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

Signature of Applicant: .....

Full Name (in block letters).....

Date: .....

**NOTE:**

- **Please make cheques payable to Staffordshire County Council**
- **The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice**
- **Letting charges are reviewed annually (September) by the School Governors Building Committee**
- **'O' Zone – the school is not responsible for injuries incurred on this equipment during the letting agreement**
- **NO DOGS ON SITE UNLESS GUIDE DOGS**
- **NO SMOKING ALLOWED ON SITE**

Please return form to Mrs J Flanagan, Oldfields Hall Middle School, Stone Road, Uttoxeter, Staffs.ST14 7PL Tel: 01889 562770, e-mail [j.flanagan@oldfields.staffs.sch.uk](mailto:j.flanagan@oldfields.staffs.sch.uk)

**27. Appendix 5**

**AGREEMENT FOR THE USE OF SCHOOL PREMISES**

**AN AGREEMENT** made \_\_\_\_\_ (date) \_\_\_\_\_ between  
\_\_\_\_\_ (Name of School]and  
\_\_\_\_\_ (Name of hirer/organisation)

**IN CONSIDERATION** of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:-

- payment being made in full in arrears circa every 10 weeks.
- the person in charge of your activity being shown the fire escape routes before the start of the letting and made aware of the safety procedures in place for the site;
- the Lettings Policy prevailing at the time of the letting.
- A completed hazard exchange form
- A receipt and authorisation to use the premises will be issued when payment is received.

**THE SCHEDULE**

<b>Area hired/ additional facilities and equipment</b>	<b>Dates and Times of Hire</b>

Signed by \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of the Governing Body

Signed by the hirer \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

**28. Appendix 6**

**HAZARD EXCHANGE INFORMATION FOR LETTINGS**

<b>Premises name/address</b>	Oldfields Hall Middle School Stone Road Uttoxeter Staffs ST14 7PL
<b>Details of Letting (e.g. Brownies)</b>	
<b>Contact name</b>	
<b>Contact telephone number</b>	

**Section 1 - Premises Hazards**

The premises manager must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises.

<b>Hazards identified and notified to those letting premises</b>	<b>Details/location and control measures to be taken.</b>

**Section 2 – Letting Activity Hazards**

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting.

Those letting premises must identify the control measures they will have in place to reduce the risks.

<b>Hazards – Lettings</b>	<b>Details/location and control measures to be taken.</b>


The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details

Where necessary, both the Premises Manager and the person/group letting the building will be required to exchange written risk assessments.

*Sign and date*

<b>Premises Manager</b>			
<b>Representative for those letting the premises</b>			
<b>Creation date</b>			
<b>Review date(s)</b>			

To be reviewed each term if long term lettings are in place – this may be reviewed using email and a electronic signature from the hirer will suffice.

REVIEW DATE:	SIGNATURE OF HIRER	SIGN. OF OLDFIELDS REP.

**HEALTH AND SAFETY LETTINGS AGREEMENT AND CHECKLIST OLDFIELDS HALL MIDDLE SCHOOL.**

**TO BE SIGNED BY THE HIRER AND THE SCHOOL'S AGENT.**

The lettee will be shown –

Please tick box below

The location of emergency exits.	
The location of fire call points.	
The location of fire extinguishers.	
Toilet facilities [if needed].	
Equipment they are allowed to use [via agreement].	

The lettee will be told:

Please tick box below

The rooms/areas they are allowed to use under the lettings agreement.	
The times of arrival and leaving.	
The entrance to be used.	
Procedure for reporting damage to any equipment or fixtures/fittings on site.	
Procedure for reporting any accidents on site.	
Emergency contact for the school.	

**HEALTH AND SAFETY AGREEMENT TO BE SIGNED AND DATED BY THE LETTEE AND THE SCHOOL'S AGENT.**

**The lettee agrees that –**

Any electrical equipment brought and used on site will have been PATested within the last 12 months.	Any cancellation of lettings must be made known to the school agent as quickly as possible.
No school equipment may be used except any that is formally itemised in the Letting's schedule.	They are responsible for maintaining security whilst on site.
they are responsible for carrying a mobile phone in case of emergency [no access to school phones provided].	No smoking [cigarettes or e- cigs] is allowed anywhere on site.
They are responsible for arranging First Aid provision during their letting.	They are responsible for providing drinking water. Water in toilets is not fit for consumption.
They are responsible for reporting any damage to equipment on site to the site agent as soon as possible after the letting.	All equipment, belongings and litter must be removed from site at the end of the letting – the school takes no responsibility for anything left on site.
They are responsible for paying for any damage to be repaired.	No changes may be made to the fabric, furniture or fittings, by the lettee, unless written agreement is made with the school prior to changes being made.

**SIGNED:**

<b>NAME [SCHOOL AGENT]</b>	<b>SIGNATURE [SCHOOL AGENT]</b>	<b>DATE</b>
<b>NAME [LETTEE/AGENT]</b>	<b>SIGNATURE [LETTEE/AGENT]</b>	<b>DATE</b>