



The Purbeck School
A Specialist Science College

Name of Policy:	LETTINGS POLICY
Date first adopted:	
How often to be reviewed:	EVERY 3 YEARS
Reviewed	4th October, 2017
Reviewed	18th November, 2020
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Reviewed By	Finance Committee

Rationale

The governors have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

Guidelines

All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so. This will include any person or organisation with any views that are considered to be extremist or against British values.

Lettings after midnight will not generally be permitted.

All hirers must comply with the regulations as set out on the Conditions of Hire.

All hirers must be aged over eighteen.

All hirers must secure insurance cover for the letting, including for public liability with a £5 million limit of indemnity.

All hirers will risk assess the activities and provide a written record of this risk assessment prior to hire.

All school buildings and associated premises and grounds are non-smoking areas.

The school is not responsible for any loss of or damage to vehicles parked on its premises, or their contents

The school playing fields will not be let unless in a suitable condition to be used.

Dogs are not permitted on school premises, including school grounds, at any time.

Charges

All charges will be subject to periodic review by the governing body. The minimum increase will be in line with inflation.

The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event.

Other charges are agreed by the governing body and may include an element for profit above actual costs.

The application process

The hirer will inform the school of its requirements, which will include the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events, lavatories and kitchens. The request will also give advice on maximum permitted numbers.

The request is considered by the Finance Committee, Headteacher or appointed persons on its behalf, and a decision is made whether to permit the hire.

The caretaker is informed. If the caretaker is not able to service the hiring, a key holder will be identified, who will receive payment at the same rate as the caretaker.

One copy of the booking form is returned to the hirer along with the Conditions of Hire setting out the terms of the hire, including insurance requirements.

An invoice is issued after the letting and must be paid within 30 days.

Capacity

The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls used for assembly functions. Further details are available from the School.

VAT

In general, the letting of rooms for non-sporting activities is exempt VAT, whereas sports lettings are subject to VAT (although there are exemptions in certain circumstances). Clarification should be obtained from VAT Officer. There are no VAT remissions for 'Not for Profit' companies limited by guarantee

Conditions for the Hire of Educational Establishments

The hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the Local Educational Authority or their lawfully appointed agent.

Damage, Loss or Injury

1. The Hirer shall effect Third Party (Public Liability) Insurance within a minimum indemnity limit of five million pounds for any one occurrence to cover its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.

The Education Authority/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Educational Authority/School.

A general risk assessment is attached for hirer to review and adjust accordingly. The Hirer will provide a full and complete risk assessment in advance of their letting. Any adverse activity as decided by The School will not be allowed to take place.

Protection of Premises and Movable Property

2. Furniture and fittings shall not be removed or interfaced with in any way. No fittings or decorating of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property the Authority shall make it good and the Hirer shall pay the cost of such reparation. Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the school prior to use and certified fit for use. The intention to use any electrical equipment must be notified in advance of the booking.

Public Safety

3. (i) The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits.

(ii) The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

(iii) All persons hiring the school premises will be expected to confirm to the relevant Health & Safety regulations.

Copyright or Performing Rights

4. (i) The Hirer shall not, during the occupancy of premises, infringe any subsisting copyright or performing right, and shall indemnify the Dorset Council against all sums of money which the Council may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

(ii) The school premises will not be let for functions where a Public Entertainment Licence is required, except in exceptional circumstances and with the prior consent of the Governing Body's Premises committee.

Sub-Letting

5. The Hirer shall not sub-let to another person.

Intoxicating Liquor

6. No intoxicants shall be brought on to or consumed on the premises without the prior approval of the Governing Body.

Smoking

7. Smoking is not permitted on the school premises, including the school grounds.

Dancing

8. Use of materials for preparing floors for dancing is prohibited.

Vacation of Premises

9. The Hirer shall ensure that premises are vacated promptly at the end of the letting.

Variation of Scales of Charges and Cancellations

10. The Hirer acknowledges that the charges may be increased in accordance with the rates from time to time agreed by the Authority or where appropriate by the Governors of the School, or that the letting may be cancelled provided that in each circumstance at least 28 days' notice either way is given.

Use of Playing fields and School Grounds

11. The playing fields must be left in a fit state after any letting. Should any damage occur, the school can make arrangements to recover the costs of making good from the hirer.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is suggested that the Hirer makes its own arrangements. Use of the school's resources is not available.

Lettings charges as from 01st September, 2020:

Morning Session 8am to 12pm

Afternoon Session 12pm to 4pm

Evening Session 5pm to 9pm

Any time beyond 9pm will be charged separately

In principle the school wishes to have preferential rates for community groups.



28 Risk Assessment - One off events general

Workplace	The Purbeck School	Date of Assessment	06/01/20
Assessment completed by (Mr DJ Milne) (Site Manager)	TDA Reviewed Reviewed 17/12/19	Due for review	01/01/21

Hazard / Risk e.g. slip/trip hazards, electricity, equipment/activity related hazards	Who is at risk?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Level of Residual Risk Low, medium, high or very high?	Additional measures to control the risks
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<p>Overcrowding Inadequate space / exits</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Maximum number of attendees established. • Adequate space, circulation routes and emergency exits. • Designated entrance and exit points. • Adequate numbers of staff / PTA supervising • Agreed emergency procedures in place & shared at the start of the event or appropriate signage provided. 	<p>Hazard risk severity: x2 Likelihood of occurrence: x1 Risk rating/score: =2 LOW</p>	
<p>Use of external companies / contractors</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Vet for competence • Risk assessments provided • Appropriate public liability insurance in place (min £5m indemnity) 	<p>Hazard risk severity: x3 Likelihood of occurrence: x2 Risk rating/score: =6 MEDIUM</p>	<p>Any activities which would present additional risk to be done outside of School hours. Site team to monitor work if there are concerns about safety work should be stopped immediately.</p>
<p>Inadequate insurance</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Insurer contacted to ensure adequate coverage and that any 	<p>Hazard risk severity: x1 Likelihood of occurrence:</p>	<p>Booking form to be completed for all outside lettings. Insurance</p>

<p>Use of specialist equipment (separate risk assessment may be needed e.g. bouncy castle, vehicles etc)</p>	<p>Parents Pupils Staff Public</p>	<p>special conditions are met</p> <ul style="list-style-type: none"> • Supplied / erected by competent persons. • Barriers and adequate supervision to prevent unauthorised use and control access and egress • Limit on numbers using equipment. • Sited in appropriate location. • Attendants must constantly watch the activities on the equipment • Inspected prior to the first use following supplier/ manufacturers instructions 	<p>x1 Risk rating/score: =1 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	<p>certificates obtained prior to letting.</p>
<p>Pedestrian vehicle segregation</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Vehicle parking to use marked bays where 		

<p>Insufficient and/or unsuitable first aid cover</p>	<p>Parents Pupils Staff Public</p>	<p>possible with additional parking on the front playground.</p> <ul style="list-style-type: none"> • Clear route maintained for emergency services 	<p>Hazard risk severity: x3 Likelihood of occurrence: x2 Risk rating/score: =6 MEDIUM</p>	
<p>Unauthorised entry to premises</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • First aid equipment on site and close to use. • Designated qualified first aiders available. • Telephones/walkie talkies available in school. 	<p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	
<p>Inadequate welfare facilities</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Lock areas of building not in use • Tape off / mark areas as out of bounds if not needed. • Adequate supervision • Where possible visitors should sign in or provide a ticket if for a concert. 	<p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	
		<ul style="list-style-type: none"> • Specified visitors 		

<p>Manual handling hazards Moving of heavy equipment Sprains, strains</p>	<p>Parents Pupils Staff Public</p>	<p>toilets at reception including disabled facilities are used.</p> <ul style="list-style-type: none"> • Adequate supervision 	<p>Hazard risk severity: x1 Likelihood of occurrence: x1 Risk rating/score: =2 LOW</p>	<p>To be done by site team or trained personnel.</p>
<p>Surface of field / internal areas Slips, Trips and Falls</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Adequate numbers of personnel • Mechanical aids available if required • Adequate maintenance of equipment • Pre use check of equipment • Safe procedures- i.e. break down load to manageable amounts 	<p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	
		<ul style="list-style-type: none"> • Immediate cleaning up of spillages • Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event • Regular premises inspections. 	<p>Hazard risk severity: x2 Likelihood of occurrence:</p>	

<p>Trailing electrical cables / Trips, Falls</p> <p>Electrical equipment & sockets / Electrocutation Overloading extension leads</p> <p>Using poorly maintained equipment</p>	<p>Parents Pupils Staff Public</p> <p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Any holes are filled in. • If heavy rain prior to event, the event is cancelled/ relocated. • If heavy rain during event, vehicle movements are prohibited on the field. <ul style="list-style-type: none"> • Safely route cables • Use of cable covers where cables are a trip hazard <ul style="list-style-type: none"> • Ensure extension leads PAT tested, not overloaded or damaged and of appropriate type e.g. for external use • Portable appliances and extension leads are PAT tested and pre use checks carried out • Hired equipment has a certificate of electrical safety • RCD's used for external use 	<p>x2 Risk rating/score: =4 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4</p>	
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<p>Fire / hot activities Burns scalds</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Barriers to keep public away from hot / hazardous areas i.e. tables or barriers. • Only designated persons allowed in immediate area. • Area is kept clear of rubbish and trip hazards. • Fire extinguishers and blankets are brought to the field from the school 	<p>LOW</p>	
<p>BBQ</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Frozen food properly thawed before cooking • Meat kept in cool box / fridge until needed • Small portions cooked, evenly / thoroughly • Access to hand washing facilities / antiseptic wipes • Keep cooked food separate from raw meat – use separate utensils. 	<p>Hazard risk severity: x3 Likelihood of occurrence: x1 Risk rating/score: =3 LOW</p>	

<p>Supplying Food and Drink Poor standards of hygiene</p> <p>Physical contamination</p> <p>Incorrect storage of food & poor temperature control - Salmonella</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> Follow advice given in 'Food Hygiene advice for teachers, parents, pupils and classroom assistants' <p>Personal hygiene</p> <ul style="list-style-type: none"> Exclusion for food handlers following illness. Tie back long hair. Staff to wash hands before handling food and after visits to the toilet etc. Ensure that warm water, soap and towels (disposable) are available. Cuts etc. are covered with waterproof adhesive dressings <p>Transport / Storage</p> <ul style="list-style-type: none"> Food that requires refrigeration must not be supplied 	<p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	
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<p>- Listeria</p>		<p>unless adequate facilities for taking to school and keeping in a chilled state exist.</p> <ul style="list-style-type: none"> • Buffets, sandwich fillings etc. kept out of fridge for shortest time possible. • Keep food covered wherever possible outdoors. • Parents encouraged transport food in sealable containers / covered. • The school must not accept food from parents, pupils or staff where they are suspicious about the hygiene in preparation or storage prior to arrival at the school. <p>Food handling</p> <ul style="list-style-type: none"> • Minimise handling of ready to eat foods, 	<p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	
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<p>Allergies Anaphylaxis</p> <p>Scalds from urns and kettles Scalds from hot drinks</p>		<p>use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands.</p> <ul style="list-style-type: none"> • High risk / raw foods kept apart at all times • Limit preparation of food in advance if displayed at ambient temperatures. • Make sure that cheesecakes and any cakes or desserts containing cream are out of the fridge for the shortest time possible. • Ensure food appropriately signed to prevent allergies and anaphylaxis <ul style="list-style-type: none"> • Ensure urns and kettles sited on firm level surfaces, not over filled. 		<p>Settling up, filling and moving of urns to be done by the site team.</p>
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<p>Refuse</p>	<p>Parents Pupils Staff Public</p>	<ul style="list-style-type: none"> • Hot food/drinks to be given out in appropriate receptacles • Safety lids to be used for hot drinks if they will be walking around with them. <ul style="list-style-type: none"> • Sufficient bins to be provided • All rubbish to be removed to the skips at the end of the event by the people in charge of the event. 	<p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p> <p>Hazard risk severity: x2 Likelihood of occurrence: x2 Risk rating/score: =4 LOW</p>	
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