

## THOMAS MILLS HIGH SCHOOL

**Lettings Policy****Introduction**

Prior to the letting taking place, this document (which has been adopted by the Governing Body) and the Thomas Mills High School Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read and accepted these terms and conditions.

**Definitions**

Hirer	The person or organisation entering into the contract with Thomas Mills High School
User	Those people making use of the premises hired under a letting agreement between Thomas Mills High School and the hirer
Steward	The person or persons 'supervising' or organising the users

**General Conditions**

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
- The hirer is responsible for the health and safety issues, not Thomas Mills High School. All statutory requirements must be observed and Thomas Mills High School specific requirements complied with.
- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- Thomas Mills High School will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the School site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.

- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of Thomas Mills High School staff concerning the area available.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for firefighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the School's fire risk assessment.
- Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. Records of such inspections are kept. The School is not responsible for the users' activities, but is assured that the activity and the hired room/equipment available are compatible.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the School. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Smoking is not allowed in any part of Thomas Mills High School's premises.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency. Details of the capacities of each room will be provided with the confirmation.

- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of Thomas Mills High School staff present throughout the letting and stop any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that 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 including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.

#### **Insurance**

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. Cover up to £5 million is required.

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

- Thomas Mills High School will ensure that Incident Report forms are made available to the hirer who in turn, must ensure one is completed whenever necessary. The School will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

#### **Licence**

- The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained (such as theatre, performing rights or cinematograph licenses).

#### **Charging Guidelines**

- These are updated annually by the Academy Business Manager and approved by the Governors' Finance Committee, and are available separately from the Finance Office.
- The following organisations directly benefit the School and its pupils and in consideration of this are not charged for bookings: the Friends of Thomas Mills High School; the Mills Charity and the Mills Educational Foundation; the Michael Sims Memorial Fund; the Mills Grammar School Association; the Old Framlingham Schoolfriends.

#### **Review**

- This policy will be reviewed annually in accordance with the *Handbook of Governance*.