

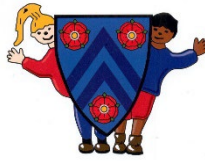
Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

Lettings Policy

Ratified by Governing Body on	Date: 31/01/2023
Due for review	Date: January 2025

Lettings Policy



Marshfield CE VC Primary School

Learning together, inspiring each other, achieving our best

Introduction

- This policy sets out the principles and procedures for the hiring of facilities at Marshfield CE VC Primary School following recommendations made by the Local Authority.
- Groups or individuals that hire the premises MUST at all times respect the Church of England Christian standards and principles of the school and recognise its links with the Parish Church of St Mary the Virgin.
- The Governors and Headteacher, whilst anxious to encourage the community to fully utilise the accommodation provided at the school, reserve the right to process, approve or refuse applications for hire. Decisions will be made having consulted with the school caretaker who is responsible for the security, maintenance and cleaning of the buildings.
- This policy relates strictly to the buildings used as accommodation by Marshfield Primary School, the area of playing field equal to the size of one football pitch and a hard playing area for netball.
- The main school kitchen comes under the jurisdiction of South Gloucestershire Catering services, but the Food Technology room can be hired for serving of basic refreshments (hot drinks, biscuits etc).
- Smoking on the premises is illegal

Hiring Facilities

1. All applications to hire facilities at the school must be made using the official application form available from the School Office.

This should be completed and include as much detail and information as possible concerning the nature of the hire and returned to the school, giving a minimum of 4 weeks notice of the required hire date.

The maximum number of users the school hall can accommodate, as determined by the fire regulations is 120.

2. **As part of the school's duty to promote and safeguard the welfare of children, the school requires that organisations letting the school premises for activities that involve children, have the policies and procedures in place as listed in the Safeguarding Agreement (appendix 1) which must be signed and returned to school with the Letting Application Form (appendix 2)**
3. Applicants from either private or recognised local organisations applying for hire will be required to provide evidence of cover in respect of public liability insurance, for a minimum of £5m, to cover his/her liabilities and, where appropriate, a licence in respect of music, entertainment, gambling or the provision and consumption of alcohol for the event(s) planned at the school.
4. Applicants should include any requirements in terms of furniture i.e. chairs, tables etc, normally available within school. Regrettably no additional furniture, other than that described, can be provided however, hirers are at liberty to provide their own should they wish to do so. Should this be the case, details should be disclosed and discussed with the Headteacher at the time of application.

5. Any facilities hired, once used should be returned to their original state, (including the positioning of furniture/equipment) and swept, mopped and cleaned with equipment and materials provided. Failure to comply with these requests could result in an unsuccessful application for hire by the organisation/individual concerned in the future. Respect must be shown to near neighbours with regard to noise created during the event.

6. Care must be exercised with regards to any equipment, fixtures and fittings in the area to be hired. In particular:-

- Displays of children's work
- Occasional furniture/plants
- PE equipment, which is not available for hire
- Piano, which is not normally available for hire
- General decoration
- Music system

Any decorations should be affixed using only staples, pins or Blu-tack. On no account should sellotape, nails or screws be used. In all cases, requests for decorations should be disclosed on the application form and discussed with the Headteacher.

7. Facilities are not available in the day during term time until after 6.15pm and this is subject to availability made by school events.

8. Hirers must familiarise themselves with the fire exits and notices.

9. Hirers must comply with all government regulations and guidance in relation to Covid-19. The school reserves the right to refuse or suspend a letting if it is not in line with school risk assessments in relation to managing the risks associated with the pandemic.

Charges

£40.00 for the first hour, thereafter £15.00 per hour or any part thereof.

- The Governing Body reserves the right to set a discounted rate.
- Payment should be paid in full by the date given on the Letting Form, all cheques made payable to South Gloucestershire Council.
- Hirers must have their own public liability insurance

Any further details or information concerning this policy and arrangements of hire can be obtained by contacting the school office.

Telephone: 01225 891246
Email: admin@marshfieldprimary.org.uk

The school does not accept any liability for personal injury, damage, theft or loss. Hirers will be responsible for providing insurance to cover any such eventuality.

Signed.....Headteacher Date

Signed.....Chair of Governors Date

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Safeguarding Agreement with all Organisations Letting the School Premises

As part of the school's duty to promote and safeguard the welfare of children, the school requires that organisations letting the school premises for activities that involve children, have the following policies and procedures in place and must produce insurance documents to the school for examination on request:

- The recruitment of staff running the activities is compliant with [Keeping children safe in education 2022 \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education-2022) DFE 2022.
- The organisation has an up to date record of recruitment and vetting procedures for employed staff.
- Adequate health and safety policies with which the staff is familiar, and ensure the safety of children and staff.
- Child Protection Policies with which the staff is familiar.

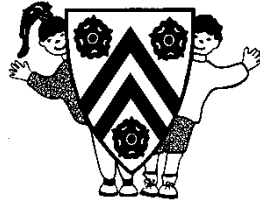
By signing this agreement agrees that all the above policies and procedures are in place for safeguarding.

Signed:..... Date

MARSHFIELD CE VC PRIMARY SCHOOL

Headteacher
Jessica Bolt

Telephone: 01225 891246
admin@marshfieldprimary.org.uk



Chippenham Road
MARSHFIELD
Chippenham
Wiltshire SN14 8NY

LETTING APPLICATION FORM

Name of Organisation:

Contact Name:

Name of designated person in event of fire:

Address:

Post Code:

:

Accommodation	Purpose of Hire	Days of Week	Dates		Times	
			From	To	From	To

Session Charge:

Payment due :

All hirers must present to the school for examination, their own public liability insurance, for a minimum of £5m, to cover his/her liabilities. One-off public liability insurance can be organised through South Gloucestershire Council. Please ask at the school office for information.

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the conditions of hire, which I have read.

Signature of Applicant Date

Signature of Caretaker..... Date.....

Signed as authorisation of the above letting

Jessica Bolt – Headteacher

Fire Notice

Visitors:

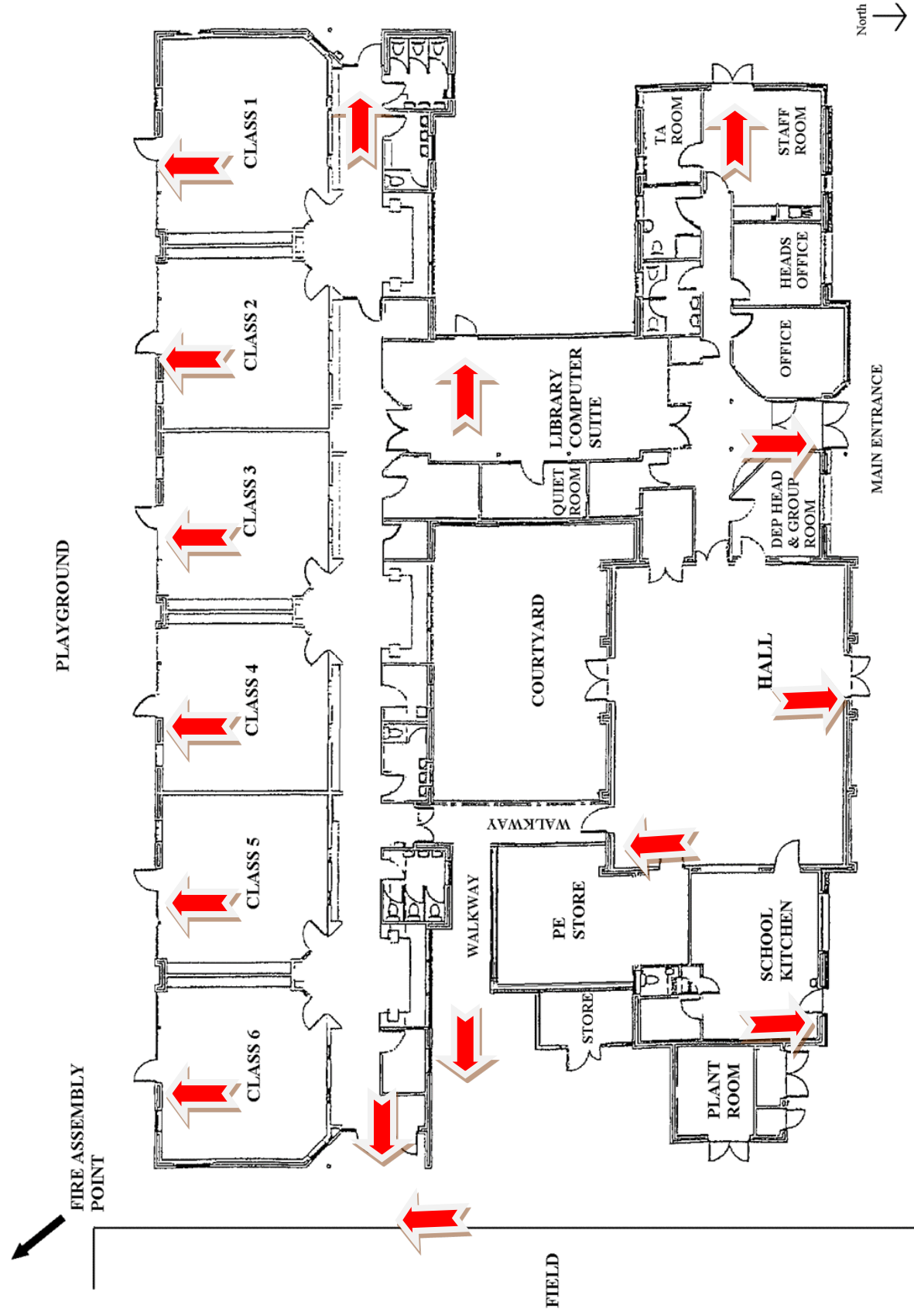
If you discover a fire:-

- 1. Operate alarm by breaking the glass in the nearest fire alarm call point.**
- 2. Call Fire brigade**
- 3. Exit building by nearest exit and go to the assembly point.**

Assembly point – PLAYGROUND

- 4. Inform the person in charge where the fire is.**

Marshfield School Fire Escape Plan



Marshfield Primary School Lettings Fire Action Plan

1	<p>The action visitors should take if they discover a fire</p> <p>Immediately operate the nearest alarm call-point. Do not attempt to put out the fire unless trained to do so and your actions will not be putting yourself or others at risk.</p>
2	<p>How will people be warned if there is a fire</p> <p>The fire alarm system will sound on operation of the manually operated alarm call-point or by detection from the smoke/heat detectors. Further consideration will be required for persons with any sensory issues.</p>
3.	<p>How the evacuation of the building will be carried out</p> <p>All visitors should leave the building by the nearest exit and report to the designated assembly point located at in the playground Kitchen staff to evacuate through exit doors and assemble at front of the building Staff should shut windows and close doors if it is safe to do so, but don't delay escape. If PEEP in place a staged evacuation may be needed.</p>
4.	<p>Identification of escape routes</p> <p>All exit doors can be used as escape routes.</p>
5.	<p>Fire fighting equipment provided</p> <p>Fire extinguishers are located in circulation areas and near fire exit doors.</p>
6.	<p>Duties for employees with specific responsibilities in the event of fire.</p> <p>On hearing the alarm: Designated person will usher all persons out of the building and lead them to the assembly point. It must be assured that</p> <ul style="list-style-type: none"> • all areas have been checked to ensure they are clear. • registers will be taken to the assembly point and a roll call conducted to ensure everyone is out safely. • Fire Service is called if it is deemed not to be a false alarm. • Fire Service to be met by a designated person
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the Responsible Person must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit
8.	<p>How will the fire service and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • on hearing the alarm the designated person will dial 999 and ask for the Fire Service or other emergency services as appropriate (this may be best achieved using a mobile phone).
9.	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • The designated person will liaise with the Fire Brigade on their arrival.