

BISHOP'S HATFIELD GIRLS' SCHOOL

LETTINGS POLICY



Date of last review: Summer Term 2023

Date of next review: Summer Term 2026

School Policy

1. Aims of the policy

The aim of this document is to provide guidance and information on lettings to ensure safety for hirers. Specifically the aim is:

- To safeguard the needs of the pupils within the school above consideration of potential lettings at all times.
- To provide a fair system for determining lettings.
- To maintain a safe and secure environment for all users of the site.
- To ensure the school is well maintained, clean, tidy and ready for use at all times.
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during lettings
- To provide the local community with leisure activities/facilities outside school hours.

2. Roles and responsibilities

The Senior Leadership Team

- To provide strategic leadership of lettings (delegated to the Business Leader)
- To review and agree the lettings policy
- To agree which facilities may be let and any restrictions
- To agree tariffs and charges (delegated to the Business Leader)

The Facilities and Lettings Co-ordinator

- To ensure lettings policy and procedures are followed
- To administer all aspects lettings and monitor the success of these, resolving any difficulties or disputes that may arise
- To communicate lettings conditions and procedures to hirers including Health and Safety information and emergency contact numbers
- To take bookings, ensure agreements are signed, deposits paid and ensure invoices are raised
- To ensure deposit refunds or additional charges are processed as needed
- To ensure that requirements for the letting are clearly communicated to the Site Team
- To quality assure the condition of the premises before and after the let through routine checks
- To gain feedback from hirers and ensure action is taken as needed
- To identify any resourcing issues and recruit additional lettings staff if required

Site Team

- To prepare the site for a letting including cleaning, heating, lighting (internal and external) and access gates and doors
- To ensure that all aspects of site Health and Safety have been met, such as clear escape routes and up to date equipment certification

- To ensure that the facilities are ready for school use after a hire and report any issues to the Facilities and Lettings Co-ordinator for resolution
- To unlock for a letting and secure the school afterwards, which may include locking/unlocking specific areas and/or switching off electrical equipment and tidying areas ready for school sessions
- To note if a letting runs late, recording overtime and/or additional cleaning when required

3. Lettings agreement

A lettings agreement MUST be signed by both the school and the hirer. This includes items such as access to the building, cleaning, food and drink on premises, licences and permissions, nuisance and disturbance, use of furniture and fittings, use of IT and equipment.

Any breach of the lettings agreement on the part of the hirer may result in the agreement being terminated by the school

4. Tariffs and charges

Tariffs are displayed on our website www.bishophatfield.herts.sch.uk/facilities and are updated annually.

Charges are agreed with the hirer at the time of booking and are reviewed annually. Standard tariffs may be waived at the discretion of the Head or Business Leader. Special rates may be negotiated for longer term agreements or for booking multiple rooms.

All charges are to be agreed prior to the hire and recorded on the Booking Form.

Additional charges will apply if the hirer overruns the agreed time, uses additional space, causes any damage or for any additional cleaning required.

5. Availability of the premises

The facilities are usually available to hire at following times:

4.30pm -10.30pm weekdays or 8am - 5pm in school holidays.

7.30am - 10pm weekends

During internal and public exams the Sports Hall will be unavailable.

For availability please email lettings@bishophatfield.herts.sch.uk

The school reserves the right to use facilities for school-related activities. Notice will be given to hirers where this applies.

6. Unauthorised actions on premises

The following are NOT permitted on site at any time:

- Betting and gaming

- Smoking (note: smoking and the smoking of vapes/e cigarettes is also not permitted and if a letting group requires an area for smoking they must leave the school site and stand immediately outside the blue school gates)
- Firework displays, BBQs and bonfires

7. Safeguarding

Where the school premises are being used for a service which relates to contract with children or vulnerable groups it is the hirer's responsibility to ensure that all staff concerned are subject to the policies of the Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by the [Safeguarding Vulnerable Groups Act 2006](#) and any subsequent Acts pertinent to the service provided. A copy of the organisation's safeguarding policy must be shared with the school. It is also the hirer's responsibility to ensure that staff, management and volunteers meet the legal and Ofsted requirements for qualifications.

8. Health and Safety

Health and Safety is taken very seriously and the aim is for the whole community to remain safe whilst using the school premises. This policy, which can be found on our school website, and the link is here [Health and Safety policy 22/24](#) This sets out the fire evacuation guidance for each area of the building and **it is important that ALL club organisers/leaders have signed to say that they have read and understood this document.** It is the responsibility of the hirer to advise the school of changes to personnel and to ensure newcomers understand the fire strategy.

Supervision and security

It is very important that clubs ensure their visitors and participants are supervised at all times and that they remain in the area(s) agreed under the hire agreement. Visitors should therefore not be accessing corridors or classrooms or using other facilities. Any breaches of security or accidents as a result of unauthorised access will be the responsibility of the hirer, and additional charges may apply to use of areas outside those agreed.

Should an accident happen whilst on site which is potentially the result of a premises issue, a school accident form will need to be completed. Please notify the Facilities and Lettings Co-ordinator who will provide you with the correct document.

9. Emergencies

The hirer should provide sufficient staff to handle an emergency, and the **School staff themselves should not be relied upon.**

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the "control room" for these services may not be local, do not expect the operator to know where the school is. **Someone should meet the ambulance, fire appliance or police vehicle at the front of the school.**

Procedure:

- Keep calm, speak clearly
- Give your name – state the service(s) that you require
- Give full name, address (including postcode) and telephone number of the school

Bishop's Hatfield Girls' School

Woods Avenue

Hatfield

Herts

AL10 8NL

Telephone number: 01707 275331

10. First Aid Provision

The hirer is responsible for ensuring that they bring a first aid kit appropriate to their activities. However, in case of emergency, there are first aid equipment in the Medical Room adjacent to Reception. If anything is used please email Lettings@bishophatfield.herts.sch.uk advising of the incident and items used.

There is one **AED** in the Medical Room, and one **AED** in the end locker outside the PE changing rooms. Both locations are indicated by an **AED sign** stuck to the front of the locker and the front of the Medical Room door.

Determining the level of first aid that should be provided is the hirers responsibility and needs to be of an adequate level based on risk assessment.

For example, in sporting activities there should be a qualified first aider available, and clubs should ensure an adequate number of staff available during the length of the session, so that, in the event of an emergency, the group are not left unsupervised if the first aider has to go to the hospital with a casualty.

If a child is injured or unwell then it is the hirer's responsibility to inform parents as soon as possible.

When dealing with an incident, **ALWAYS ENSURE YOUR OWN SAFETY FIRST**

It is the hirer's responsibility to record any accidents or injuries and ensure they are reported promptly to the school as well as any other authorities. This includes any legally reportable accidents. They will, however, have to be reported by the school if they result from a school work activity, or are due to the state of the premises.

It is also the hirer's responsibility to ensure all relevant parental/personal consents are obtained in case of emergency medical treatment.

The school's own employees should not be relied upon as the first aid provision by someone hiring the premises, as they may not be present at all times.

11. General Fire Safety

Throughout the building fire alarm call points and emergency exits are clearly signed. Should there be a fire, it is important to raise the alarm at one of the call points. The fire alarm system is tested weekly, however, should the call point not sound the alarm for any reason then please dial 999 without delay. Safe evacuation is then the priority. Details of the best fire evacuation route are displayed in each room and organisers/staff in charge of activities must ensure they are familiar with the escape route from each room they are using.

The fire muster point is on the **rear MUGA (tennis courts)**. **The gate code for access if the padlock is on is 1985**

It is the responsibility of the hirer to keep a register of attendees and to use this to ensure all individuals have been safely evacuated in the event of a fire.

12. Fire

The fire alarm sound is a continuous loud bell which is easily recognised.

On discovering a fire if the alarm is not already sounding, the fire alarm must be activated.

Do not attempt to tackle the fire.

It is the responsibility of the hirer to ensure that all staff (both paid and volunteer) involved understand the basic fire precaution arrangements and procedures:

- The location of fire alarm call points and how to use them
- The location of fire exits
- The location of fire assembly points
- The location of fire extinguishers or fire blankets

In an emergency, exit the building via the nearest external door. If evacuation is necessary it is important to remember the following rules:

- Don't panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers to the assembly point
- Report any persons unaccounted for to the Fire Brigade
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.

- Record any incident or injury and ensure it is reported promptly to the school (and RIDDOR if legally reportable).

Remember it is better for the emergency services to receive 20 calls than assuming that someone else has done this.

The fire alarm system is monitored remotely and should a full alarm be triggered, then emergency services will respond immediately. Any sounding of an alarm (including false alarms) should be reported to the school as urgent action will be needed to prevent inconveniencing the local emergency services.

13. Escape routes for the main hall and dance studio

Main hall: bleacher/tiered seating out

There are three escape routes from the main hall which must all be kept clear at all times. These are: the entrance door, the balcony at the top of the stairs and the double doors to the right of the stage which lead through the drama studio. Should the black curtain be drawn across the route to drama for a performance, then there will need to be a designated individual to draw back the curtain in case of fire. Additionally, prior to the commencement of a performance in the hall it is important that the organiser or a designated person checks that the escape route through the drama studio is free from obstruction including the curtain in that room and any chairs or props. We recommend that an announcement about fire routes is made before the start of a show.

Main hall: no bleacher/tiered seating

The main two escape routes are the two pairs of entrance doors to the hall. However, when the capacity of the room exceeds 319 then the exit route through the drama studio is also required. Again, the organiser is responsible for ensuring the escape routes are kept clear.

Dance studio

When the sports wing is used out of hours without access to the rest of the building, the fire strategy for this room is to dial 999 and wait in the studio. The door to the corridor and the corridor door to the lift landing should both remain closed at all times.

14. Invacuation Procedure

(alerts will only be made during school hours).

AMBER: also known as Stay Put. This is when there is either a known problem in the locality but there is no immediate danger or there is contamination in the air such as toxic fumes.

RED: also known as Lockdown. This is when there is immediate danger to people and includes scenarios such as a gang of intruders or an armed intruder.

The decision to raise an alert will be made by the Headteacher or in his absence or pressing emergency, the decision will be made by another member of SLT, Sally Fullerton, Anna Jones,

Gillian Martin or Saul Underwood. Everyone in the school community should remain vigilant and report any activity or local news report which is a cause for concern to the Head or one of these members of staff.

What is the signal for an alert?

AMBER	RED
Tannoy and phone speaker announcement "This is an important announcement, the school is on Amber alert" - repeated several times	Tannoy and phone speaker announcement "This is an emergency, the school is on Red alert, please take immediate action" - repeated if possible
SLT/site team conduct sweep of the school	Every member of staff is to ensure those in neighbouring rooms have heard the signal

The action taken will vary depending on the location of an individual and whether this is an Amber or Red alert. However, for all alerts it is important to:

- **STAY SILENT and LISTEN for instructions**
- **DO NOT retrieve personal belongings**
- **DO NOT use personal mobile phones unless you find yourself isolated from others or need to make an initial intruder report**
- **DO NOT leave the room unless instructed or an intruder enters the room**

15. Supervision of Children

Entertaining children on school premises through lettings needs to be well controlled. The hirer must provide adequate supervision to prevent overcrowding, unnecessary movement, and unruly behaviour.

Those adults involved in supervision must ensure they are aware of any action to be taken in the event of an emergency.

16. Use of main hall

Hall Capacity

At Bishop's Hatfield Girls' School we have 220 bleacher seats and there is space for a further 80 loose chairs if required. Please ensure the capacity of the hall does not exceed 300 to enable all to escape safely in the event of an emergency. Fire escape routes must NOT be blocked including the double doors through to the drama studio and a clear route across the studio.

17. Use of main kitchen

It is the discretion of the School to authorise the use of the kitchen facilities.

The Kitchen is generally not available for hire. This is due to the possibility of cross contamination of foods which cause significant allergy. However, should the school allow access to the kitchen this will be on the following terms:

- All hirers are required to Inform the school about the intended use and adhere to instructions.
- The use of the kitchen is restricted to the making of hot and cold liquid refreshments and serving pre-prepared food. No kitchen or dining room equipment is to be used in the preparation of food to prevent cross contamination and this includes hobs, fridges and freezers.
- Hirers may use the servery hatch area (including hot or cold counters), power points and clearing station sink for washing up. Equipment is under service contracts and therefore is subject to correct use only.
- No items of crockery or cutlery are to be left in the sink area.
- Dining room furniture should not be removed from the dining area
- No food or drink is to be left on the premises at the end of the hire.
- The kitchen must be left in a clean and tidy condition including all floors otherwise the hirer may be subject to charges for additional cleaning.
- The kitchen area is routinely inspected by Environmental Health. If the kitchen inspection is impacted due to a letting it may lead to the termination of the contract of hire.

18. Use of sports facilities

The greatest care must be taken to ensure proper arrangements are in place before a hirer undertakes any sports activities. Clubs and organisations hiring the facilities must ensure that:

- Those supervising are suitably experienced and competent and understand their obligations relating to their duty of care.
- All facilities have hazard free playing surfaces (including, where necessary, impact surfaces and provision of mats) with sufficient space allocated to the activities-
- No school equipment is used unless agreed by the school. If equipment is brought on to site, it must be health and safety compliant including that foam mats (e.g. gymnasium mats, contents of foam pits and similar equipment) are of combustion modified foam.

All school sports equipment is inspected and regularly maintained and monitored for wear and tear, checked before use, used appropriately and stored safely.

19. Premises Faults

Please ensure you report all faults or damage to the Facilities and Lettings Co-ordinator, so that these may be dealt with speedily or email lettings@bishophatfield.herts.sch.uk

20. Security

If access is required for lettings at times when the School is normally closed, it will be necessary to liaise with the school to ensure that the school premises are protected during the letting period. The following should be considered:

- How many access points are open
- Who controls access by visitors & the risk of unauthorised access
- Damage to or theft of school property through intruders, arson etc.
- Who is responsible for locking up
- Lone working

21. Parking

Arrangements for parking during the letting period should be agreed in advance to ensure that good access is maintained for emergency services, and that there is no damage to school property/grounds.

22. Marketing and Photography

Use of Photographs and Media Devices

GDPR regulations must be followed at all times including obtaining consent from individuals or their parents

Photography

The use of cameras, videos and other equipment with the capacity to photograph; including mobile phones, is the responsibility of the persons who have hired the premises. They must obtain any necessary permission, i.e. from parents of children or persons being photographed or videoed.

Marketing and Advertising

Bishop's Hatfield Girls' School may not be used for any marketing or advertising by any company hiring the premises without prior permission.

23. Alcohol and drugs

Illegal substances are not permitted on the premises. Any persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises, and if necessary escorted off the site by the most senior person available. It is important that no one places

themselves at risk when dealing with disruptive or threatening behaviour relating to drug or alcohol abuse: in all such cases the police should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

24. Theft

The school does not accept responsibility for personal belongings or vehicles of hirers or club members. However, any thefts should be recorded whether from the school or an individual. In the case of an individual, take a record of the name, address and telephone number of the person whom the theft has occurred against.

Thefts from the school should be reported to the school at the earliest opportunity. The school or person concerned should be asked if they wish the theft to be reported to the police. While reporting it to the police you should ask for an incident number and make a note of the number for future reference.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed of the course of action being taken. If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive.

25. Assault

Should an actual or alleged assault take place, the most senior person available on site should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury was sustained, first aid should be provided and if necessary the ambulance and police services should be called. Report promptly to the school.

26. Insurance

All hirers will need to provide the school Facilities and Lettings Co-ordinator with a copy of their insurance policy including public liability.

Any damage to the property or contents arising out of the letting must be made good at the expense of the hirer to the satisfaction of the school.

I / we have read and understood the information provided in the Lettings Policy and all the

relevant risk assessments and sections of the school health and safety policy

Name:

Club Name:.....

Position held:

Signature:

Date: