

LETTINGS POLICY

Kettlewell Primary School

1. General Statement

Kettlewell School recognises that it has responsibilities to ensure the health safety and welfare of its students, staff, visitors and contractors. For this reason, we have devised a policy which sets out our approach in both identifying risks and adequately managing them. Any questions regarding the operation of this policy should be addressed to **(Headteacher)**. Further guidance with reference to leasing and letting of NYCC premises can be obtained from: - **Chapter 12 of the SCHOOL FINANCE MANUAL.** *Documentation set out in APPENDIX C onwards of the finance manual will act as an addendum to this policy.*

2. Definition

For the purposes of this policy, an outside group is a group or body hiring or granted permission to use the school premises either during or outside normal school hours. This will always be a planned or pre arranged booking arranged through the headteacher and agreed by the headteacher and governing body. All groups will be subject to this policy and NYCC's policies and procedures as set out in **Chapter 12 of the SCHOOL FINANCE MANUAL.**

3. Risk Assessments/Method Statements

User groups are expected to provide evidence of risk assessments / Method Statements that will cover all activities undertaken (or proposed), where the risk may be increased by the activity itself. Once all activities have been identified, the following factors may be considered:

- **Risk of Violence:**
- **Plant and Equipment:**
- **Work at Height:**
- **Chemicals:**
- **Manual Handling:**

4. Procedures and Welfare Arrangements

- The school will ensure the provision of appropriate heating and lighting.
- The school will ensure that there is appropriate toilet and sanitary provision located as close as is reasonably practicable to the agreed area to be used.

- The user group must ensure appropriate and effective First Aid Provision. School first aid equipment must not be used.
- All accidents must be reported to the school.
- If an accident involves school or NYCC equipment the equipment must not be moved or touched until a NYCC representative has examined it.
- Names and addresses of at least two witnesses will be required where possible.
- The user group must ensure appropriate and effective emergency communication by means of the Mobile phone.
- User groups responsible for unlocking and locking the building must ensure site security during their hours of use by ensuring all external doors are kept closed and locked after use.
- On identification faulty or damaged equipment must be taken out of use and reported to, either the school caretaker or headteacher.
- Any school or NYCC equipment used must be used strictly in accordance with standard practice and under supervision of the organiser.
- The school will ensure that all emergency equipment is maintained and that smoke detection is checked weekly, emergency lighting is checked monthly, fire extinguishers will be maintained on an annual basis.
- The boilers will be subject to an annual service contract certification available on request from the school.
- All portable electrical equipment supplied by the school will be subject to an annual appliance test, evidence of the current test date and retest date will be posted on the individual piece of equipment. Any equipment found without the appropriate labels must be taken out of use and reported to the school.
- All portable electrical equipment brought on site must have a current portable appliance test.
- The schools outside play equipment must **not** be used by user groups.
- Adequate outside lighting will be provided. Any faulty or damaged lighting must be reported to the school.
- Weather conditions must be assessed by the site user before the event to decide if the event should continue or if safe access and egress can be maintained.

- If the school closes due to adverse weather conditions notice will be given at the earliest available opportunity to the group organiser who will then be responsible for informing their user group.
- Appropriate separation of vehicles and pedestrians must be arranged by each user group. The caretaker will provide gritting and snow clearing services for user groups.
- The school will provide effective emergency egress by identifying effective means of escape and signing exits. User groups who unlock the school building are expected to unlock the fire doors from their area of use, and re lock them after use.
- User groups must stay within their agreed usage area and not move about the school unless invited to do so by an authorised school employee.
- The school will provide effective emergency lighting for function areas and escape routes.
- Events will be assessed to ensure the numbers of visitors is appropriate with regards to the venue's occupancy capacity.
- Smoking/ drinking of alcohol is **prohibited** on school premises.
- The school will ensure the effective management of waste by providing bins on site. All user groups will be expected to dispose of waste responsibly. This will include planning and monitoring so as not to produce hazards associated with fire, pests (vermin), environmental damage, or dangers associated to trips, slips and falls.

5. Communication

In order to manage the risks identified, we have introduced the following control measures:

- An initial meeting will be held between the schools nominated person and the external group organiser to ensure the user group receives a copy of the policy and familiarise themselves with the garden room. This will be to ensure the satisfaction of the school's senior management team.
- In the event of an emergency, user groups must contact the emergency services and the Headteacher, either by verbal means or by use of the telephone, mobile phone, as deemed appropriate for the event. Relevant phone numbers will be passed to the user group leader as part of the induction process. Other nominated contact details will be the site caretaker.

- User groups must undertake a documented termly fire evacuation practice to be documented on the sheet located in the school office in the white and yellow monitoring file.
- Failure of services i.e. Gas and electric, water must be reported to the caretaker for investigation and repair and must not be dealt with by school administrator.
- Organiser of single events must inform site users of the premises of the arranged emergency evacuation procedures.

6. Training and Instruction

The school will ensure that all user groups are instructed in the school's fire evacuation procedure and muster point location. Emergency telephone or contact numbers will be arranged before the arranged start date.

Users will be made familiar with the schools Asbestos register to ensure that users are made aware of the location of all asbestos containing materials (ACM's) and associated emergency procedures. All damaged ACM's must be reported immediately to the caretaker or Headteacher.

The school undertakes monthly water temperature checks to safeguard against legionella contamination. This information is available on request from the schools main office.

7. User Groups

All user groups must ensure that the schools policy is adhered too. The school reserves the right to terminate the agreement to use its premises.

User Group	
Group Leader	
Signature	Date
	Review Date
Headteacher	
Signature	