

**PENWORTHAM PRIMARY SCHOOL  
LETTINGS POLICY – OCTOBER 2020**

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call - Group 4 provides school with this service.
6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
7. No lettings will be approved giving the user exclusive possession (note this is a requirement, not to be confused with a sole letting).
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks –
  - An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - A limited amount of alcohol may be stored or retained on the premises by the PTFA on the condition that it is at all times inaccessible to pupils and staff.

Approved: ..... Date: .....  
G. Fedun - Chair of Premises, BSPM Committee

Approved: ..... Date: .....  
A. Robertson – Chair of Finance, Staffing & Resource Committee

**PENWORTHAM PRIMARY SCHOOL  
RISK ASSESSMENT - OCTOBER 2020**

Premises: Penwortham Primary School, Crookings Lane, Penwortham, Preston  
PR1 0HU

The Governing Body actively encourages community use of the school buildings; however, it reserves the right to refuse any lettings it may choose. The Hirer must be willing to meet with school officials and provide details of their aims and objectives. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. All necessary forms must be completed satisfactorily before the letting will be considered.

Area	Applicable Y/N	Control Measures/Conditions
<b>Use &amp; Access</b>	Yes	<ul style="list-style-type: none"> <li>• Each Hirer is deemed to be in charge of the letting.</li> <li>• Premises should only be used for the purpose and times agreed by the school.</li> <li>• The premises must not be sub-let to any other organisation or individual by the Hirer</li> <li>• The school has the right to access the premises at all times during the letting period</li> <li>• The Hirer is responsible for ensuring no damage to the building is incurred for the duration of the letting and that no nuisance arises to the school's neighbours.</li> <li>• The Hirer is responsible for any costs incurred as a result of damage to the buildings/equipment and alarm call outs.</li> <li>• Hirer must ensure that all attendees follow guidance contained in 'Vehicular Movement on Site' risk assessment.</li> </ul>
<b>Health &amp; Safety</b>	Yes	<p>All Hirer's must comply with health and safety legislation. The Hirer shall ensure that:</p> <ul style="list-style-type: none"> <li>• The number of persons present during the letting does not exceed the number agreed by school;</li> <li>• All fire exits from the premises are unobstructed;</li> <li>• All safety precautions are taken to protect the users of the premises, including adequate supervision.</li> <li>• Hirer's are familiar with the fire and emergency evacuation arrangements, e.g. actions to be taken in event of a fire, position of emergency call points, fire extinguishers, exit routes and that all members of the group are aware of the procedures.</li> <li>• Hirer should always carry a mobile phone/know the location of the nearest telephone.</li> <li>• There are suitable first aid arrangements in place.</li> <li>• The Hirer liaises with school staff to ensure premises are left in a safe and secure condition and in a clean and tidy state.</li> <li>• In the event of an accident/incident school is informed at the earliest opportunity.</li> </ul>
<b>Supervision of Children</b>	Yes	<p>At an event where the majority of attendees are children and the number of children exceeds 100, the hirer must ensure that a sufficient number of adults are in attendance to prevent more children/persons being admitted and to control the movement of attendees. All reasonable precautions must be taken to ensure the</p>

		safety of the children. This is a requirement of the Children's and Young Person's Act.
<b>Working with Children</b>	Yes	For any letting which involves working with children and/or young people, Hirer must submit to the school their Child Protection Policy. The Hirer must also provide evidence of DBS/Barring checks for all staff employed by the Hirer who work with the children or are using the school premises at a time when school pupils or other young people may be on site. Hirer may also be requested to provide details of qualifications, relevant registrations and references as well as other safeguarding information.
<b>Equipment/Car Parking</b>	Yes	The school does not accept liability for loss/damage of any equipment bought or left on the premises, or theft/damage to vehicles parked on the school car park.
<b>School Equipment</b>	Yes	No school equipment will be used without direct permission from school. The Hirer is liable for any damage, loss or theft of school equipment that is used and ensuring its safe return.
<b>Public Liability Insurance</b>	Yes	The Hirer must hold public liability insurance for a minimum of £5 million and must provide a copy of the document to school.
<b>Alcohol</b>	Yes	Alcohol is not allowed to be sold or served on the premises unless permission is given by the school. If permission is granted to sell alcohol a licence or Temporary Event Notice must be obtained by the Hirer. A limited amount of alcohol may be stored or retained on the premises by the PTFA on the condition that it is at all times inaccessible to pupils and staff.
<b>Smoking</b>	Yes	The school is a non-smoking area and smoking is not permitted within the building or on school grounds at any time.
<b>Food &amp; Drink</b>	Yes	No food or drink may be stored, prepared, served or consumed without the direct permission of the school.
<b>Gambling</b>	Yes	No gambling is allowed on the premises, unless permission is given by school.
<b>Payment</b>	Yes	The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Arrangement for payment of each letting will be made in advance with the hirer concerned. Charges will be reviewed regularly and will be in line with recommendation made in Schools Financial Services Budget Preparation Guide.

Signed: ..... Date: .....  
Chair of Behaviour, Premises, Health & Safety Committee

Signed: ..... Date: .....  
Chair of Finance, Staffing & Resource Committee