

Codicote C of E Primary School



LETTINGS POLICY

This policy was drawn up in consultations with the school Governors, and reviewed and updated in October 2024.

Aims of the policy

The Governors view the school premises as a facility which should benefit the wider community Codicote School serves. They therefore seek to make it available to hire for reasonable community purposes, at an affordable cost.

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

- To ensure statutory safeguarding requirements are met.
- To provide a fair system for determining lettings.
- To maintain a safe and secure environment for all users of the site.
- To provide the local community with leisure activities/facilities outside school hours.
- Organisation.

BOOKING ADMINISTRATION

All bookings are made via the School Office. A lettings agreement must be signed by both the school representative (Office Staff or Senior Leader) and the hirer. Any breach of the lettings agreement on the part of the hirer could result in the agreement being terminated by the school. All hirers receive a copy of the Terms and Conditions booklet prepared by HCC. [terms-and-conditions-of-hiring-agreement-lt02 \(thegrid.org.uk\)](https://www.thegrid.org.uk/terms-and-conditions-of-hiring-agreement-lt02)

All persons wishing to hire the premises must apply by email or in writing, and demonstrate that they have Public Liability Insurance with at least £5 million cover. All hirers will need to provide the Site Manager with a copy of their insurance policy including public liability. Otherwise a 5% surcharge is added to the hire cost to obtain cover on behalf of the hirer. In the case of Sports lettings, the school charges VAT, unless certain conditions are met, and the hirer is exempt. (FR 12.1 Premises Manual Section 4.) 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.

Charges

The Governors' Finance Committee set charges for the use of the facilities. They are guided by HCC's Premises Manual, and take into account the premises costs of provision, nature of the function, ability of the user to pay and letting charges of other similar establishments.

The Governors' Finance Committee complies with HCC requests, and legal requirements about free lettings of the school premises, and make all reasonable efforts to make sure that users do not contravene the Act of Parliament specified in the Premises Manual 4/94 p. 147.

Current charges are shown below and are subject to regular review. These are agreed with the hirer at the time of booking and are reviewed annually. 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. Hours are by negotiation

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

Room**	Community use		Commercial use		Children's Party* (up to 4 hours)
	Hourly rate	Daily rate	Hourly rate	Daily rate	
School Hall	£15	£100	£20	£150	£45
Music Room	£15	£100	£20	£150	£45

*Children who attend Codicote Primary School

**Other rooms may be available by negotiation.

USE OF FACILITIES

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.

Main kitchen

The kitchen is generally not available for hire due to the possibility of cross-contamination of foods which have the potential to cause significant allergy.

The school may use its discretion to authorise permission to access the kitchen facilities; however, this exceptional access 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, power points and clearing station sink for washing up.
- No items of crockery or cutlery are to be left in the sink area.
- No food or drink is to be left on the premises at the end of the hire. Refuse should be removed from the site and disposed of appropriately.
- The kitchen must be left in a clean and tidy condition including all floors.

Parking

Parking is available on site. Parking is at the driver's own risk. The school can accept no responsibility for any damage caused to vehicles on site, howsoever caused.

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 and agreed in advance:

- How many access points are open?
- Who controls access by visitors & the risk of unauthorised access?
- Who is responsible for locking up?

Photography

The use of cameras, video cameras and other equipment with the capacity to photograph; including mobile phones, is the responsibility of the persons who have hired the premises. The hirer is responsible for obtaining any necessary permissions, i.e. from parents of children or persons being photographed or videoed.

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 school gates).
- Firework displays, BBQs and bonfires.

SAFEGUARDING AND SUPERVISION

Safeguarding

Where the school premises are used for a service which involves contact with children and/or vulnerable groups, it is the hirer's responsibility to ensure that all staff concerned (whether volunteers or paid employees) are subject to the policies of the Hertfordshire Children's Safeguarding Partnership [Hertfordshire Safeguarding Children Partnership | Hertfordshire County Council](#) 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.

Supervision

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.

Security

It is important that hirers 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.

HEALTH, SAFETY AND EMERGENCIES

Health and Safety

Health and Safety is taken seriously and the aim is for the whole community to remain safe whilst using the school premises. It is the responsibility of the hirer to advise the school of changes to those running activities on the premises and to ensure they understand the fire strategy.

Premises Faults

Any faults or damage must be reported to the School Office Manager, so that these may be dealt with speedily or email admin@codicote.herts.sch.uk.

Emergencies

The hirer should provide sufficient responsible adults to handle an emergency. When calling the emergency services it is important to clearly provide full details of the emergency as well as the address and telephone number of the school. **Someone should meet the emergency responders at the front of the school.**

Codicote Primary School, Meadow Way, Codicote, Herts SG4 8YL

Tel: 01438 820255

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 is first aid equipment in the main school office. If anything is used please email admin@codicote.herts.sch.uk advising of the incident and items used.

There is one **AED** in the main office area.

Determining the level of first aid that should be provided is the hirer's responsibility and needs to be of an adequate level based on a 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 accompany a casualty to hospital.

If a child is injured or unwell, it is the hirer's responsibility to inform the child's parent or care giver as soon as possible. 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 must 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.

Fire Safety

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.

Fire alarm call points and emergency exits are clearly signed throughout the building. 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. Safe evacuation is the priority.

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
- 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:

- Where possible use the nearest fire exit
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Take all registers to the assembly point which is on the bottom playground
- Report any persons unaccounted for to the Fire Brigade
- 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).

DECLARATION

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:

The Governors' Finance Committee has delegated to the Headteacher the power to interpret and implement this policy.

All lettings applications are dealt with in line with the Governors' Equal Opportunities Policy.