



# Christchurch Infant School

## Lettings Policy

<b>Next Review Date:</b>	<b>November 2024</b>
<b>Date:</b>	<b>November 2021</b>

## **Christchurch Infants School Lettings Policy**

The Governing Body controls the use of the school premises both during and outside school hours. Use of both the buildings and the school grounds for community use is encouraged when appropriate.

All use of the school site and buildings is arranged through the school office and in agreement with the headteacher and site manager. Official bookings are required so that the site can be managed effectively, school security can be maintained and health and safety issues addressed. The site manager is the 'named contact' and is responsible for arranging access to the site and for liaising with the hirer as regards heating requirements and specific requirements such as seating, use of school equipment etc. Any use of equipment belonging to the school or the hirer has to comply with health and safety requirements and the hirer is informed about their responsibilities and the correct procedures in the event of a fire.

### **Lettings Charges**

Activities that take place during school hours (ie: between 8am and 6pm) and for the benefit of the children, are provided with facilities at a rate of £11.00 with effect from 1<sup>st</sup> April 2016.

Lettings for before, after school and holiday child care provision continue at £300 per month flat rate.

Lettings that take place outside school hours are charged at a rate of £27.50 per hour with effect from April 2013. Regular weekend lettings are not available. (Reviewed Nov 2016- Before 6pm fees increased from £10.50 to £11.00 from 1/4/2015 but no planned increases for 2021) All letting charges will be reviewed annually.

Additional lettings to school staff members etc who will be responsible for the site and locking up of premises will be charged a rate of £15 per hour.

### **Insurance Cover**

All hirers should have adequate Public Liability Insurance for a minimum of £5 million. This should be confirmed in writing with the school with details of the cover and the insurer. This insurance is required to cover any accident that occurs on the school site for which the hirer is liable. The insurance should also cover instances where damage is caused to the school property by the hirer. ie: fire/flooding or damage caused by adults or children whilst under their supervision.

Should an accident occur that is the school's responsibility – then that is covered by the current school insurance cover.

### **Risk Assessments**

These should be carried out by hirers so that they have properly assessed their responsibilities and the 'risk' incorporated in their activities. A pro-forma for this is attached with this policy and advice can be given if required. These should be reviewed annually and the school should be provided with a copy of the documents.

Hirers are responsible for the administration of first aid for children/adults undertaking their activities whilst on the school premises.

Further details of the conditions for hire are in the attached appendix and are issued on each booking form which must be signed and returned before hire commences.

*This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

Reviewed: Nov12, Nov13, Nov14, Nov15, Nov16, Apr 17, Nov17. Nov18, Nov19, Oct20, Nov21

**CHRISTCHURCH INFANT SCHOOL  
RISK ASSESSMENT  
SCHOOL ACTIVITY:**

**Completed by:**

**Date:**

*(Risk Levels: Low Medium High Very high)*

Hazard	Persons at Risk	Before	Control Measures	After	Further Recommendations

**Refer to other assessments:**

	Review Dates	Name
<b>Review Risk Assessment Annually (Spring) or if significant change</b>		



## APPENDIX 1 – LETTINGS POLICY

### CONDITIONS FOR THE HIRE

The Hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the Local Education Authority or their lawfully appointed agent.

#### **DAMAGE, LOSS OR INJURY**

1. The Hirer shall affect Third Party (Public Liability) Insurance within a minimum indemnity limit of five million pounds for any injury to persons or damage, including the hired premises, arising out of the letting or educational premises.

The Education Authority/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the Education Authority/School.

#### **PROTECTION OF PREMISES AND MOVABLE PROPERTY**

2. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the driving of nails or screws into fixtures forming part of the school fabric will be permitted. In the event of any damage to premises or property the Authority shall make it good and the Hirer shall pay the cost of such reparation.

#### **PUBLIC SAFETY**

3. (a) The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways passages and exits.  
  
(b) The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

#### **COPYRIGHT OR PERFORMING RIGHTS**

4. The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Dorset County Council against all sums of money which the County Council may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

#### **SUB-LETTING**

5. The Hirer shall not sub-let to another person.

#### **INTOXICATING LIQUOR**

6. No intoxicants shall be brought on to or consumed on the premises without the prior approval of the Headteacher.

#### **SMOKING**

7. Smoking is not permitted on the school site.

#### **DANCING**

8. Use of materials for preparing floors for dancing is prohibited.

## **VACATION OF PREMISES AND COLLECTION OF CHILDREN**

9. The Hirer shall ensure that premises are vacated promptly & quietly at the end of the letting. Those with keyholder responsibility are responsible for ensuring the premises are left secure.
- The Hirer shall also ensure that all children attending their letting are safely handed over to their parent or guardian at the end of the session. They are also responsible for keeping up to date contact details for parents/guardians for each child and contacting them if they do not arrive to collect the child at the end of the session. The Hirer is completely responsible for the care of the children attending their letting and subsequently the care if the parent does not arrive to collect the child on time.

## **VARIATION OF SCALES OR CHARGES AND CANCELLATIONS**

10. The Hirer acknowledges that the charges given overleaf may be increased in accordance with the rates from time to time agreed by the Authority or where appropriate by the Governors of the School, or that the letting may be cancelled provided that in each circumstance at least 28 days notice either way is given.

## **FIRE EVACUATION PRACTICE**

11. The Hirer shall be responsible to carry out their own termly fire evacuation practices and be aware of all evacuation routes and meeting points. They shall also report to the school Site Manager when these practices have taken place and a record will be kept. They shall also be responsible for their own register of adults and children attending any letting.

## **FIRST AID**

12. The Hirer shall be responsible for any first aid required for anyone attending their letting. They are also responsible for any records that need to be kept of any accident or injury occurring during their letting. They are also responsible for acquiring any medical information needed regarding children in their care and arranging for appropriate medication to be given to the school to be passed on to the hirer and then given back to the parent at the end of the session. Please ensure accurate and up to date contact and medical information is obtained for each child attending.

## **HALL CAPACITY (complies with LA capacity assessment)**

(Childcare provider has guidance issued under the annual agreement with the school)

13. After school activities with children, maximum of 36 children.

Ratio of adults to children is a minimum of 1:15.

Lettings for adult sedentary activities (i.e. choir), 320 standing maximum, 210 seated in rows maximum.

For adult physical activities (i.e. keep fit), maximum 80 (not seated)

## CHILD PROTECTION

14. The Hirer shall read and abide by the attached School Child Protection Guidelines. They shall also sign and return the form to state that these guidelines have been read and will be adhered to.

It is best practice for each group/club to have their own child protection policy/procedure (which should include how to recognise abuse or respond to a disclosure and what action to take) and the group leader should have attended child protection training. Appropriate training can include a wide range of courses (on-line and taught courses) but should include information on how to recognise and report child abuse. Some sports organisations provide very good training; there are also details of local Level 2 and 3 courses on Dorsetforyou:

<https://www.dorsetforyou.com/jobs-and-careers/training/socialcare/safeguarding>

Groups or organisations which need help writing a child protection policy/procedure can refer to the Safe Network:

[www.safenetwork.org.uk](http://www.safenetwork.org.uk)

Please fill out the form below to inform the school of current practices/policies and training.

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I \_\_\_\_\_(name) can confirm that I have a child protection policy and procedure for \_\_\_\_\_ club letting at Christchurch Infant School.

I \_\_\_\_\_(name) can confirm that I have attended child protection training on \_\_\_\_\_(date)

Signed \_\_\_\_\_

Dated \_\_\_\_\_



Child protection summary for all Hirers  
Christchurch Infant School

**As an adult hiring facilities in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.**

**You should follow the principles of safer working practice, which includes use of technology: on no account should you take images of pupils on personal equipment, including your mobile 'phone. All mobile phones and cameras will be locked away during the letting in the provided lockers available.**

**If the behaviour of another adult in the school gives rise to concern you should report it to the Headteacher.**

**If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Senior Person for Child Protection (DSL) or the deputy DSL who are Mr Duncan Baxter, Mrs Joanne Simpson, Mrs Doreen Darch and Mrs Maxine Chapman.**

**The following is not an exhaustive list but you might become concerned as a result of**

- **seeing a physical injury which you believe to be non-accidental**
- **observing something in the appearance of a pupil which leads you to think his/her needs are being neglected**
- **a pupil telling you that s/he has been subjected to some form of abuse**

**In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to the DSL or deputy DSLs.**

**If a pupil talks to you about (discloses) sexual or physical abuse you should**

- **listen carefully without interruption, particularly if s/he is freely recalling significant events**
- **only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must**

**not 'lead' the pupil in any way so should only ask 'open' questions**

- **make it clear you are obliged to pass the information on, but only to those who need to know**
- **tell the DSL or deputy DSL without delay**
- **write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSL.**

**Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.**

**Remember – share any concerns, don't keep them to yourself**

**This school has a safeguarding policy, more detailed procedures on child protection and a staff code of conduct - available from the DSL.**

**September 2012**

**Please sign and return the statement below before commencing hire.**

I ..... confirm that I have read and agree to adhere to all conditions of the Lettings Policy and the Child Protection Summary of Christchurch Infant School.

Signed.....

Print Name.....

Purpose of Hire.....

# **CHRISTCHURCH INFANT SCHOOL**

## **HEALTH AND SAFETY AND WELFARE POLICY**

This policy is specific to Christchurch Infant School and is written for the benefit of the teaching and non-teaching staff, pupils and visitors. It should be used alongside other information located in the school office and the Dorset County Council Health and Safety Guidance. It should be read in conjunction with the following statement of general policy regarding the Health and Safety at Work Act 1974.

### **STATEMENT OF GENERAL POLICY**

*We are, through all levels of management, committed to ensure, so far as is reasonably practicable, that:*

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.*
- Pupils and members of the public including parents, visitors, hirers and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.*
- No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of risk are made and necessary measures to prevent or control the risk have been introduced.*
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.*

*The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairperson will ensure that the requirements of all health and safety legislation are established. The Headteacher is responsible for implementation of this policy within school. Matters that cannot be resolved at this level must be referred to the governing body.*

*The school's objectives are:*

- 1. To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be*

- carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.*
- 2. To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public.*
  - 3. To provide means of access and egress that are safe and without risks to health.*
  - 4. To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.*
  - 5. To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.*
  - 6. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.*
  - 7. To ensure the school will have and maintain up to date fire procedures and documents; and ensure that all employees and pupils are familiar with them.*

*This policy is largely dependent upon the total co-operation of every person who works for the school and indeed all employees have a legal duty to:*

- 1. Take reasonable precautions in safeguarding the health and safety of themselves and others.*
- 2. Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.*
- 3. Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.*
- 4. Ensure that people using machinery such as floor cleaners, laminators etc are instructed on how to do so. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine such as a wood lathe.(Not applicable at Christchurch Infants)*

#### **STAFF CONSULTATION**

*Any issues relating to health and safety should be brought to the attention of staff at staff/ business meetings and staff are required to inform the site manager and or headteacher of their health and safety concerns as soon as possible.*

***The school is committed to safeguarding & promoting the welfare of children & expects all staff to share this commitment. Reference should therefore also be made to the Safeguarding Policy and procedures***

#### **Statement of School Policy**

- 1.1** It is the intention of the Governors of Christchurch Infant School to provide in so far as is reasonably practicable a safe and healthy working environment for all staff, pupils and visitors to the school.
- 1.2** In order to achieve this, the Governors will seek to establish and maintain safe working procedures based on regular health and safety inspections and Assessments of Risks within the school environment.

The Governors will:-

- 1.3 Endorse and support the 'DCC Statement of General Policy for Health, Safety and Well-being at Work' (Appendix 8) promoted and produced by the Dorset Education Partnership (a copy is also available in the school office) and recognise that their functions and that of the Authority are intimately linked as regard health and safety related issues.
  - 1.4 Seek improvements to working conditions based on priorities identified by sound assessment of risk and within available resources.
  - 1.5 Ensure that written arrangements are in place to plan, organise, control, monitor and review any measures needed to deal with the significant findings relating from the risk assessments undertaken.
  - 1.6 The Resources Committee is responsible for monitoring the health and safety performance of the School.
  - 1.7 Seek when necessary, the advice of competent persons to assist them in fulfilling their health, safety and welfare obligations.
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- 1.8 Ensure that Emergency Action Procedures are in place to deal with serious and imminent danger should the need arise.
  - 1.9 The provision of appropriate information, instruction and training for its employees in the identification and control of health, safety and welfare risks with particular attention being given to new employees as part of the induction process.
  - 1.10 Ensure the provision of suitable personal protective clothing and equipment where the identified risk cannot be controlled by other means which are equally effective.
  - 1.11 The Governors recognise that a safe and healthy working environment is for the benefit of all and will therefore encourage and support staff and parents who raise health and safety related issues with them via the Headteacher.

## **Responsibilities and Duties**

### **Governors**

The Governing Body determines matters of policy on Health and Safety. matters of detail are examined by the Resources Committee.

Responsibilities for day to day enactment of the Governor's Policy is delegated to the Headteacher and Site Manager.

The Resources Committee is responsible for Health and Safety within the school acting on behalf of the governors, it shall:-

1. Be the focal point of reference on safety.

2. Give advice or indicate sources of advice.
3. Maintain contact with outside agencies able to offer advice.
4. Co-ordinate the implementation of approved safety procedures in school.
5. Report all known hazards immediately to the appropriate authority.
6. Stop any practices or use of plant or equipment considered unsafe until satisfied as to safety.

7. Make recommendations to the relevant authority for additions or improvements to plant or equipment etc which are dangerous or potentially so.
  8. Arrange systems or risk assessment to allow the prompt identification of potential hazards, including 'near misses'.
  9. Ensure that regular safety inspections of the premises, plant and equipment by site manager or contractors
  10. Ensure that the selection and purchase of equipment, that is suitable for the use that will be made of it and account is taken of the working conditions and any hazards in the workplace.
  11. Review regularly the dissemination of safety information.
  12. When appropriate review accident and incident information and, when necessary, carry out accident and incident investigation.
  13. Ensure that health and safety matters form part of the induction programme for new members of staff.
  14. Ensure parents are aware of health and safety information through the school prospectus and newsletters.
  15. Ensure that all signs conform to statutory requirements, and comply with the school procedures regarding safe movement around the school.
  16. Inform the full governing body about health and safety matters.
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17. Encourage staff, pupils and others to promote health and safety.
  18. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive appropriate and adequate training in health and safety matters.

## **Employees**

Employees will be required:

- 2.1 To comply with local health, safety and welfare rules and co-operate with instructions given by persons implementing the school Health and Safety Policy/Procedures.
- 2.2 To report to their managers serious dangers or health, safety and welfare shortcomings (which a trained employee would reasonable consider to be so)
- 2.3 All employees who knowingly contravene the Health and Safety Policies and procedures of the school, or disobey or cause others to disobey safety instructions issued by authorised persons, will be liable to disciplinary action which may in serious cases result in dismissal.

## **Other Authorised Persons, including visitors, hirers and contractors:**

- 3.1 Will observe the schools health, safety and welfare rules and follow instructions given by persons implementing the school's Health, Safety and Welfare Policy.
- 3.2 Will comply with all related health and safety obligations, recognised codes of safe working practice and local safety rules while working on the school premises or undertaking work on behalf of the school.
- 3.3 Where necessary and appropriate they must be informed of these rules by the site manager or office staff and sign to indicate that they have read and understood them.

- 3.4** Hirers will be given a copy of the letting policy and are required to give evidence of any risk assessments and insurance cover. Contractors will be given a copy of The Contractors Code of Conduct and relevant risk assessment.

### **Organisation for Implementing the Policy**

- 4.1** Health and Safety communication will be received in the first instance by the Headteacher or site manager who will recommend any necessary action by the governors.
- 4.2** The governors believe that issues of health and safety are best dealt with through the school's existing management structure, and recognise that the aim of this policy require the co-operation of all persons who comprise the school. Accordingly persons who hold responsibilities under the management structure also hold safety related functions.
- 4.3** The headteacher and site manager are responsible for overseeing staff compliance with policies and arrange appropriate training, provision of personal protective equipment is available, where necessary, ensuring equipment is properly installed and maintained and ensuring that, in the event of hazardous chemicals, a COSHH assessment is made and followed.
- 4.4** The governors recognise the importance of staff being competent and possessing the necessary skills, knowledge and qualifications to deliver specialist parts of the curriculum. They will ensure that staff are able to receive the necessary training and certification particularly after recruitment, transfer or change of responsibilities or work method.
- 4.5** The governors will monitor health and safety performance.
- 4.6** Appropriate records will be kept of:
- Any risk assessments carried out – in Headteacher's office & on display
  - Fire Appliance testing – at school office
  - Emergency Lighting tests – at school office
  - Fire Alarm testing – at school office
  - Accident book – at school office
  - First Aid / Records of Minor Accidents – at first aid stations
  - Administration of Medicines record – at medical cupboard near office
  - Hazard Log – Site Manager's Book outside school office
  - Record of checks on outdoor play equipment
  - Key Register – at school office
  - Ladder Register – at school office
  - COSHH Register Data sheets – Site Manager's office
  - Electrical Appliance Testing Record – Site Manager's office
- 4.7** The following areas are under special supervision because they are potentially more hazardous in use than others
- Boiler room/Playground – Site Manager
  - Hall – PE Co-ordinator
- 4.8** The Resources Committee members carry out Monitoring of Health and Safety Policies and Procedures. A health and safety audit is carried out



and recorded termly by the site manager, Governor with responsibility for Health and Safety and the Headteacher, in addition to the regular checks carried out. They use the General Safety Inspection Check List for schools (Appendix 1) and their findings help guide future decisions.

## **Arrangements for Implementing the Policy**

### **Supervision of Pupils**

Details of the school's policy for care and supervision of pupils are to be found in relevant risk assessments and in the Teaching Assistant's Information Pack. Staff are given regular updates on Health and Safety and new staff are fully briefed on their responsibilities when they begin working at the school. In addition to this staff are required to read and sign a Code of Conduct that includes Health and Safety policy and procedures.

### **Property and Equipment Maintenance**

Defects in the condition of buildings or equipment should be reported to the site manager immediately using the record book situated outside the school office.

### **Fire Prevention and Regulations**

The primary duty of staff, in the event of fire, is to ensure the safe evacuation of the building and the registration of pupils in their charge.

Staff must make themselves familiar with the procedure to be followed should the fire alarm sound. These are set out on signs around the school.

Staff have a duty to ensure that the pupils are familiar with and understand the instructions.

Staff must bear in mind that these procedures cannot cover every eventuality and in consequence, that flexibility, resourcefulness and co-operation are essential.

Staff must know the location of fire fighting equipment in their work areas. However, they must only use the equipment where they feel confident and do not place themselves or those in their charge in undue danger.

Fire drills will be carried out as appropriate, normally once a term. The drills are organised by the headteacher.

All persons shall take precautions to prevent outbreaks of fire. No items shall be placed near potential sources of heat or fire hazards, such as cookers. Main taps/switches for cookers and other appliances should be off when the appliance is not in use, unless otherwise instructed.

All exits must be cleared of obstructions.

Fire doors within the building should be closed at all times unless they can close automatically when alarm sounds.

Fire notices must be displayed in classroom and near fire exits.

Procedures for Fire Drills and Evacuations are summarised in Appendix 2.

### **Training**

Appropriate CPD / training opportunities are provided whenever necessary and a record is kept (including copies of certification when appropriate).

### **School Security Policy**

Details of procedures in place to ensure security on the school site are to be found in Appendix 3.

## **Sun Safety**

Details of measures taken to help protect the children from the dangers of over exposure to the sun are to be found in [Appendix 4](#).

## **First Aid**

Details of our First Aid Policy are to be found in [Appendix 5](#).

## **Use of Personal Alarms**

Details of the provision and use of personal alarms for some members of staff are to be found in [Appendix 6](#).

## **Risk Assessment Procedures**

When staff or pupils are engaged in an activity or in an area where potential hazards are evident, then a risk assessment has to be carried out and any necessary action must be taken to ensure appropriate measures are put in place to address any concerns.

The pro-forma used at the school is to be found in [Appendix 7](#). Further information on risk assessment procedures can be found in the Headteacher's office

## **Review**

Suggestions to improve standards of health and safety are welcomed by the Resources Committee

The measures taken to ensure the health, safety and welfare of the school's employees, pupils and authorised visitors will be kept under review by the Governors on an annual basis.

Any changes in the Policy and related safety procedures will be conveyed to all concerned, including parents where appropriate.

## **Other related documentation:**

The governors make reference to the following LA policies and guidelines

- Accident Reporting Policy & Procedure
- Lone Working Policy & Procedure (DCC)
- Manual Handling Policy & Procedure (DCC)
- Risk Assessment Policy & procedure
- Violence at Work Policy
- Temperature & Climate
- Fire & Fire Risk Assessments
- Control of Substances Hazardous to Health
- First Aid Code of Practice
- Practical Guidance for Schools & educational Establishments on Working at Height
- New & expectant Mothers Risk Assessment
- Work Equipment & the Provision & Use of Work Equipment Regulations
- Health and Safety Guidelines for DT
- Safety in Physical Education published by BAALPE
- Playground Safety guidelines

Useful additional information can be found on the DC website.

The following school policies should also be referred to:

Guidelines on the Use of Reasonable Force

Policy for Educational Trips and Visits

Safeguarding Policy and Procedures

Lettings Policy

Missing Child Policy

Supporting Medical Needs of Pupils

*This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*