



BORDESLEY MULTI ACADEMY TRUST

T4-01 Lettings Policy
Tier 4 – Model School Non-Statutory Policy
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1. Bordesley Multi Academy Trust Mission Statement

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

2. Statement of intent

- 2.1 Bordesley Multi Academy Trust and its schools aim to maximise the use of all its facilities. The intended purpose of the trust's facilities is to benefit the school community; however, the trust understands that extending the use of the premises to the wider community allows us to maximise our income and provide an advantage to the clubs and groups who will use our facilities.
- 2.2 The trust endeavours to positively contribute to increasing participation in activities taking place in the local community.
- 2.3 This policy clearly sets out the rules and procedures the trust expects hirers to follow when using the facilities.

3. Legal framework

- 3.1 This policy has due regard to the relevant legislation, including, but not limited to, the following:
 - The School Premises (England) Regulations 2012
 - Health and Safety at Work etc. Act 1974
 - The Health and Safety (First Aid) Regulations 1981
 - Education Act 1996
 - The Control of Asbestos Regulations 2012
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Value Added Tax Act 1994
- 3.2 This policy has due regard to the relevant guidance including, but not limited to, the following:
 - DfE (2018) 'Advice on standards for school premises'
 - DfE (2015) 'The Prevent duty'
 - HMRC (2020) 'Land and property (VAT Notice 742)
 - HMRC (2019) 'Education and vocational training' (VAT Notice 701/30)
- 3.3 This policy operates in conjunction with the following trust policies:
 - First Aid Policy
 - Fire Safety Policy
 - Premises Management Policy
 - Health and Safety Policy
 - Child Protection and Safeguarding Policy
 - CCTV Policy
 - Manual Handling Policy
 - Asbestos Management Policy
 - School Security Policy

4. Roles and responsibilities

4.1 The Local Governing Body, or its delegated committee, is responsible for:

- Overseeing the marketing of the facilities to ensure their use is maximised.
- Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.
- Agreeing fair prices to charge for using the premises: these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Ensuring the costs of any bills, e.g. electricity and water, that may be attributed to the use of the premises are covered.

4.2 The school business manager is responsible for:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Working with governors to assess whether the premises is suitable for hire in its current condition.
- Ensuring the school has the correct insurance for hiring out the premises.
- Checking the hirer has adequate public liability insurance.
- Accepting and rejecting applications to hire the premises.
- Working with the site manager to ensure the premises is fit for use by hirers.
- Ensuring hirers familiarise themselves with any relevant policies and procedures, e.g. the First Aid Policy and Fire Safety Policy.
- Ensuring the school adheres to its Premises Management Policy.
- Reviewing and, where necessary, amending the schools's Letting School Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the requirements outlined in the Child Protection and Safeguarding Policy.

4.3 The site manager is responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly open the premises and secure and lock the premises after use.
- Maintaining and checking equipment to ensure the general upkeep of the site and its facilities.
- Organising any repairs and/or replacement of equipment.

4.4 Hirers are responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises is secure after use.
- Obtaining adequate public liability insurance.
- Providing the school business manager with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks where required, e.g. DBS checks, and providing proof of this to the school business manager.
- Reading the Child Protection and Safeguarding Policy and other relevant safeguarding procedures, and ensuring they understand the rules and procedures detailed within.
- Informing the school business manager of the activities that will be undertaken on the premises and of any changes to these activities.
- Reviewing and adhering to the Letting School Premises Risk Assessment.

5. Emergencies and health and safety

- 5.1 The site manager and school business manager will undertake relevant risk assessments for the suitability of the site before activities are carried out on the premises, to ensure the safety of the hirer and any additional visitors.
- 5.2 Hirers will conduct their own risk assessments for their activities.
- 5.3 In case of an emergency, the on-site telephones can be used to call the emergency services.
- 5.4 All hirers will be advised to have access to at least one mobile telephone that can be used to call the emergency services, should the on-site telephones not be accessible.
- 5.5 The site manager will check first aid kits and any defibrillators daily to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.
- 5.6 The site manager will show hirers where first aid kits are, should they be required.
- 5.7 Hirers will be responsible for ensuring they have a trained first aider on site during the times they use the premises.
- 5.8 Smoking, e-cigarettes or vaping will not be permitted on the premises at any time.
- 5.9 Alcohol will not be brought on to, or consumed on, the premises unless the trust/hirers holds a licence to sell alcohol and this has been agreed in writing by the headteacher.
- 5.10 The hirer will familiarise themselves with the Fire Safety Risk Assessment and other relevant risk assessments before using the premises.
- 5.11 The school business manager will make copies of the school's Fire Safety Policy available to the hirer prior to the first hire date.
- 5.12 The hirer will be shown the school's fire exits and evacuation points by the site manager prior to the first hire date.

6. Managing asbestos

- 6.1 Hirers will be provided with a copy of the school's Asbestos Management Policy before using the site.
- 6.2 An asbestos management survey has been carried out and the school has made an asbestos management plan (AMP) – these will be shown to hirers.
- 6.3 The site manager will inform the hirer of any asbestos containing materials (ACMs) that have been identified and how they could be damaged or disturbed. Hirers will receive the correct information and instructions and will be clear on what precautions to take.

[Provide details of where ACMs are located within the school and ensure the hirer is aware of them before using the site.]

- 6.4 Risk assessments will be conducted of the areas to let, to ensure no ACMs will be disturbed.
- 6.5 If the school finds there has been, or may have been, an unplanned disturbance of asbestos after the facilities have been hired, the following action will be taken:
 - All activities will stop, and everyone will be evacuated from the affected area.
 - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.

- Items, including equipment, books or personal belongings, will not be moved from the area.
 - Advice will be sought from an asbestos expert regarding remedial action.
- 6.6 Unless the incident is minor, the trust will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 6.7 Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 6.8 The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff.
- 6.9 Any incidents involving the disturbance of, and exposure to, asbestos will be recorded appropriately and dealt with in line with the trust's incident reporting procedures.

7. The lettings process

- 7.1 Potential hirers will contact the school at least two weeks before they wish to use the premises.
- 7.2 Prospective hirers can apply through an application form which will be submitted in writing to the school office or emailed to email address.
- 7.3 For regular hire, only one application form needs to be submitted; however, all the requested dates will be noted.
- 7.4 Hirers will explain their desired use of the premises when completing their application form.
- 7.5 After receiving an application to use the school's premises, the school business manager will speak to the governors about whether the premises are suitable for the hirer's needs.
- 7.6 If the application is rejected, the school business manager will contact the applicant, either by telephone or email, to clarify the school's response and outline the reasons for rejection.
- 7.7 Once the application has been accepted, the school will take a deposit of 10 percent of the overall fee for hiring the premises; this deposit will be deducted from the final costs of hiring.
- 7.8 Fees can be paid via cash, cheque or bank transfer. The hirer will state how they intend to pay in their application form.
- 7.9 Sub-letting of any form is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let the school premises, all bookings the hirer has made with the school will be cancelled.
- 7.10 If the school intends to sub-let part of the site to a commercial business, it will seek permission from the ESFA and complete a property information note (PIN).

8. VAT

- 8.1 Letting out facilities will generally be standard-rated, although the letting will be VAT exempt in certain circumstances, provided the trust has not opted to tax. These circumstances include:
- A single, continuous let period of over 24 hours to the same individual.
 - A let of a series of sessions to the same individual where:
 - The series is of at least ten sessions.
 - Each session is for the same sport or activity.
 - Each session is in the same place.
 - The interval between each session is at least 1 day, but not more than 14 days.
 - The series is paid for as a whole with written evidence to that fact.
 - Where the school will be providing education free of charge.

9. Safeguarding

- 9.1 Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current Child Protection and Safeguarding Policy.
- 9.2 All hirers must state the purpose of the hire. Each application will be vetted by the DSL and any concerns will be reported to the school business manager prior to approval.
- 9.3 When determining whether to approve an application; the local governing body will consider the following factors:
- The type of activity
 - Possible interferences with school activities
 - The availability of facilities
 - The availability of staff
 - Health and safety considerations
 - The school's duties with regard to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the trust
- 9.4 An application will not be approved if it:
- Is aimed at promoting extremist views.
 - Involves the dissemination of inappropriate materials.
 - Contravenes the statutory Prevent duty.
 - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the governors, balanced or outweighed by freedom of expression of artistic merit).
- 9.5 The school business manager will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.
- 9.6 Where an individual group is found to be promoting views in contravention of the trust's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the trust will contact the police/school security who will remove the person or group from trust premises.
- 9.7 All hirers will read and review the trust's Child Protection and Safeguarding Policy.

10. Fees

- 10.1 The school requires a 10 percent deposit of the overall fee to be paid to the school to secure a booking.
- 10.2 The remaining amount is to be paid before or on the requested booking date.
- 10.3 Hirers should give the school at least 5 days' notice if they wish to cancel their booking.

- 10.4 If the school receives inadequate notice of cancellation, the trust may keep the hirer's deposit to account for any loss of earnings.
- 10.5 School staff, on behalf of the trust, reserve the right to refuse access to the premises hired if the whole fees have not been paid.
- 10.6 In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using any facilities controlled by the trust until they have paid the full amount.
- 10.7 The school reserves the right to take legal action should any outstanding fees remain unpaid for 30 days after hiring.
- 10.8 Should any equipment, including items that have not been requested, be damaged, lost or stolen whilst under the hirer's care, the trust reserves the right to charge for repairing or replacing the equipment.

11. Using the site

- 11.1 The hirer will liaise with the site manager to ensure the trust remains secure before, during and after use.
- 11.2 Hirers will be given an emergency contact number for the site manager in case of any security breach or emergency.
- 11.3 The premises will not be available to hirers after 10:00pm, to avoid any noise complaints from neighbouring residents.
- 11.4 The site manager will remain on site until 6:00pm to hand over control of the premises to the first hirer of the evening.
- 11.5 Keys or security codes will not be passed to any hirer or other person without written permission from the governors.
- 11.6 The site manager will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.
- 11.7 The school uses a 'three strike rule' when handling complaints lodged against hirers.
 - Strike one – hirers will receive a verbal warning about their conduct on the property and be warned that repeated offences will result in their booking privileges being suspended.
 - Strike two – hirers will receive a second verbal warning and a letter explaining that the trust takes a zero-tolerance approach inappropriate behaviour. This letter will outline that any fines for the behaviour that the trust is issued may be passed on to the hirer if there is sufficient evidence to do so.
 - Strike three – the hirer will be barred from booking the trust premises for any activity for a period of two months. The trust also expects the hirer to issue an apology to the school and complainant in writing.
- 11.8 The use of public announcement systems and loudspeakers must be agreed with the school business manager and site manager, this agreement must include a maximum noise level which is not to be exceeded.
- 11.9 The school's car park is available to hirers during their time on the premises; however, the trust will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.
- 11.10 Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the site manager will find suitable spaces on the premises for additional parking.

11.11 In the event additional parking is required, the site manager will ensure the trust premises remain accessible to the emergency services, should they be required.

12. Equipment

12.1 Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the school to use any additional equipment once the form has been submitted.

12.2 Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the site manager or headteacher. In the event permission has been granted, the site manager will oversee the move.

12.3 If a furniture move has been agreed, the hirer and site manager will negotiate restoring the premises back to its original state.

12.4 Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

12.5 Any seating provided is limited to the number of chairs on the premises.

12.6 Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application forms.

12.7 The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

12.8 CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's CCTV Policy.

12.9 Hirers will report any stolen or missing equipment to the site manager immediately.

12.10 Risk assessments for manual handling will be carried out by the school business manager and site manager in accordance with the Manual Handling Policy.

12.11 Food and drink may be prepared on the premises; however, hirers must seek direct permission from the school.

12.12 The hirer will prepare food and drink in line with current food and hygiene regulations.

12.13 Hirers will be responsible for arranging any additional licences that are required to the nature of their activities, e.g. a music licence or licence to sell alcohol.

12.14 Hirers will not bring animals onto the premises without permission from the school business manager.

13. Lettings during the coronavirus (COVID-19) pandemic

Statement of intent

13.1 At name of school, we recognise the importance of providing a safe environment for our pupils, staff and community alike. This appendix outlines the school's approach to letting the premises during the coronavirus outbreak, and the procedures that the school has put in place to mitigate risks. All hirers should have due regard for the procedures outlined within this policy.

Legal framework

13.2 This policy has due regard for relevant legislation and guidance, including, but not limited to, the following:

- DfE (2020) 'Safe working in education, childcare and children's social care'
- DfE (2020) 'Guidance for full opening: schools'
- DBEIS and DCMS (2020) 'Working safely during coronavirus (COVID-19): Providers of grassroots sport and gym/leisure facilities'

13.3 This policy operates in conjunction with the following school policies:

- Social Distancing Policy
- Infection Control Policy
- Visitors Policy
- Health and Safety Policy

Cancellation

13.4 The school will amend its cancellation policy to ensure both the school and any hirers are fairly treated in the case of a cancellation due to coronavirus.

Risk management

Social distancing

13.5 The school will have due regard for the legal gathering limits that apply to the site's local area at all times.

13.6 [Tier 1 areas only] Only one group of no more than six people will be permitted to use a particular part of the indoor premises at one time.

13.7 [Tier 2 and 3 areas only] In the event of the local area of the site moving into the local COVID alert levels high or very high, only the outdoor premises will be permitted for use, and only by one group of no more than six people at one time.

13.8 The school, however, will permit organised indoor sport for people with disabilities, sport for educational purposes and supervised sporting activities for under-18s to continue in groups of any number.

13.9 Activities which require close contact, e.g. contact rugby, will not be permitted to take place on the site.

13.10 No more than two groups of individuals will be permitted to use parts of the site at any one time.

13.11 The site manager will ensure that, if there is more than one group using different parts of the site, groups do not come into contact with one another.

13.12 Social distancing signage will be displayed around the site.

13.13 Any individual or group found to be deliberately breaching social distancing rules will be asked to leave the site immediately.

Infection control

- 13.14 Infection control measures will be implemented throughout the site, in line with the school's Infection Control Policy.
- 13.15 Separate toilet facilities will be provided for hirers and any members of their party, where possible.
- 13.16 All facilities will be thoroughly cleaned in line with the school's Cleaning Policy between uses by different groups and after use.
- 13.17 The school will encourage hirers to arrive and leave in the clothing required for the activity, e.g. sports kit, where possible.

Precautionary measures

- 13.18 The school will ensure it takes the details of all hirers and members of their party prior to allowing them onto the site, to comply with NHS Test and Trace.
- 13.19 The trust will store any details taken in line with the Records Management Policy and Data Protection Policy.
- 13.20 The school will provide all hirers with copies of all the relevant policies and procedures prior to allowing them to use the site, including:
- Infection Control Policy
 - Social Distancing Policy
- 13.21 The school will ensure all hirers undertake an appropriate risk assessment for the activity they will be using the site for.
- 13.22 If the school is not satisfied with the risk assessment undertaken by the hirer, they will not be permitted to hire the site.

Hirer responsibilities

- 13.23 The hirer will provide their details and details of anyone in their party to the school prior to using the site, to ensure it complies with NHS Test and Trace.
- 13.24 The hirer will ensure all members of their party have read and understood the relevant policies prior to using the site.
- 13.25 The hirer will have due regard for public health advice when undertaking activities on the site.
- 13.26 The hirer will ensure they contact all members of their party 24 hours prior to using the site to ensure they are not displaying symptoms of coronavirus.
- 13.27 Any member of the party who has returned from a country requiring quarantine upon return to the UK in the last 14 days will not attend the site.
- 13.28 Any individuals displaying symptoms of coronavirus do not attend the site.
- 13.29 If an individual from any group begins to display coronavirus symptoms within 14 days of attending the site, they notify the trust immediately.
- 13.30 Hirers will clean any equipment or surfaces used after they have finished any activities.
- 13.31 If individuals develop symptoms of coronavirus whilst on the site, they leave the site immediately and the trust follows the Managing Individuals with Coronavirus (COVID-19) Symptoms and Cases of Coronavirus in School Flowcharts.

13.32 Any individuals arriving on the site will be asked to sign a declaration form to state that they do not have symptoms of coronavirus and do not live with anyone displaying coronavirus symptoms.

Monitoring and review

13.33 The headteacher and school business manager will review this policy annex continually during the coronavirus pandemic.

Conditions of Hire for Buildings

Condition of Hire is documented in the school's Lettings Policy.

In addition

- The numbers of persons attending the function must be notified to the School not less than 48 hours prior to the function. Numbers notified are not to be exceeded under any circumstances except by prior agreement in writing. In no case will persons be admitted to social functions after 10.00p.m. and in all cases use of the accommodation must be terminated no later than 3.00a.m. (Saturdays 12 midnight).
- The hirer shall provide at the hirer's cost such numbers of attendants and stewards as may, in the opinion of the School or their authorised officer, be necessary to secure the observance and performance of the stipulations contained in these Conditions including those relating to the observance of fire precautions. Such attendants and stewards shall be the servants of the hirer, but will comply with the reasonable requirements of the School in the performance of their duties
- Specific written permission from the School must be obtained by the hirer before intoxicating drinks may be brought onto the premises. The sale of intoxicating liquor at the hired premises may only be undertaken by the current holder(s) of a Justices Licence and in accordance with the provision of that Licence. The hirer is responsible in all respects for applying for and ensuring compliance with any such Licence.
- No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the School before the commencement of the hiring. The hirer shall indemnify the School against any infringement of copyright which may occur during the hiring.
- The school shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, strike, Act of God, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
- The right of entry to the hired premises is reserved at any time during the hiring to any member of the School, any officer of the School on duty, any police officer on duty and any other person (whether employed by the School or not) lawfully undertaking duties connected with the safety or security of the accommodation, or with the health, safety or welfare of the persons therein.

The hirer shall during the hiring be responsible for:

- The efficient supervision of the hired premises including the effective control and safeguarding of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency;
- The safety of the hired premises and the preservation of good order and decency therein;
- Ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.
- No inflammable materials shall be allowed within six feet of any light in the building.
- No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be fixed thereto.
- The School or any person so authorised by the School can stop any entertainment or meeting not properly conducted.
- No publicity or advertising material, flags, notices, emblems or other decorations shall be displayed within the grounds and premises of the hired premises or on the gates, walls, fences and hedges forming the boundary of the premises without the previous consent in writing of the School.
- Any lighting and audio/visual equipment supplied by the School shall at all times be operated by persons employed by the School for that purpose and no other person whatsoever shall operate or attempt to operate or interfere with the lighting or audio/visual equipment without express prior permission.
- No additional lights or extensions from the existing electric light fittings, nor audio/visual equipment provided by the hirer or his agents shall be used without the previous consent of the School, and any such lights,

extensions or equipment shall be disconnected or switched off if any authorised officer of the School so requires.

- Except with the previous consent in writing of the School, no part of the hired premises shall be used by the hirer for the sale of anything whether by auction or otherwise except when the hired premises are specifically hired for the purpose of holding such a sale.
- Smoking including vaping is prohibited throughout the entire school site, including car parks.
- All scenery and costumes used for performances and the like must be fire proof.
- The express written permission of the School must be obtained for the use of streamers, balloons or confetti.
- No exit may be blocked, chairs or obstructions placed in corridors or internal doorways, or fire appliances tampered with or removed. Please refer to condition 18.
- Any special staging or equipment required and provided by the hirer shall be a matter of negotiation between the hirer and the School's authorised officer.
- The hirer is to be responsible for the conduct of his own employees, agents and contractors including all health, safety and welfare matters. The hirer must make his arrangements in such a way as to ensure at all times:-
 - Compliance by him of his responsibility under the Health and Safety at Work Act; and,
 - Compliance and co-operation by himself and his employees, agents and contractors with any arrangements made by the School for security of the hired premises or any part thereof or to secure compliance with any duty or requirement in relation to health and safety at work.

Please Note...

Where application for hire is for an unspecified period, users should renew their application as necessary for each school year (i.e. commencing September). Such renewed application should be made not later than the end of the preceding May. Applicants are asked to notify the school immediately in the event of there being a change in the name and address of the person with whom the school should communicate regarding the letting arrangement.

15. Appendix B - Letting Charges

Please insert the schools letting charges here.

16. Appendix B - Letting Checklist

| Applications for letting the premises | | |
|---|-------------------|--------------------------|
| Task | Completed? (✓) | Further comments/actions |
| <p>Has the hirer approached the School Business Manager, and has the School Business Manager:</p> <ul style="list-style-type: none"> Identified their requirements? Clarified the facilities available? | | |
| <p>Has the hirer completed an application form and submitted it to the governing board, which states the following:</p> <ul style="list-style-type: none"> How they intend to use the premises and for how long The equipment required, whether school-owned or not How they intend to pay, i.e. via cash, cheque or bank transfer | | |
| <p>Lettings to Commercial businesses only</p> <p>Has the governing board sought permission from the DfE and ESFA?</p> | | |
| <p>Has the application been vetted by the DSL and have any concerns been raised with the school business manager?</p> | | |
| <p>When considering the application, has the governing board given due regard to the following:</p> <ul style="list-style-type: none"> The type of activity | | |

| | | |
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| <ul style="list-style-type: none"> • Possible interferences with school activities • The availability of facilities • The availability of staff • Health and safety considerations • The school's duties with regards to the prevention of terrorism and radicalisation • Whether the letting is deemed to be compatible with the ethos of the school | | |
| <p>Have risk assessments been conducted by the relevant individuals, such as the school business manager or site manager, with regards to any risks that the lettings may pose to the school?</p> <p>[Risk assessments should address the following, as well as any other areas you deem necessary:</p> <ul style="list-style-type: none"> • Day-to-day management/running of the school • Emergency procedures • Health and safety • Safeguarding • Site security • Asbestos • Manual handling] | | |
| <p>If the application has been approved, has the school business manager sent a letter of confirmation to the hirer?</p> | | |

| | | |
|--|--|--|
| <p>Has the school business manager created the hire agreement and sent this alongside the letter of confirmation?</p> <p>[Make sure that the hire agreement names a single individual from the hirer's company and gives their permanent private address.]</p> | | |
| <p>Has the school business manager determined the costs of the letting and detailed this in the confirmation letter and hire agreement?</p> <p>[The letting of rooms for non-sporting activities are generally exempt of VAT; however, sports lettings are subject to VAT. Make sure this information is included where appropriate.]</p> | | |
| <p>Have you ensured the hire agreement details liability for loss and/or damage to any equipment, the premises, or other items?</p> | | |
| <p>Has the hirer received an invoice for the letting?</p> | | |
| <p>Has the SBM provided the hirer with the relevant bank details?</p> | | |
| <p>Have you checked your insurance documentation to ascertain whether a member of school staff needs to be present on the premises whilst in the hirer's use?</p> | | |
| <p>Have you checked whether you need to purchase a hirers extension policy, i.e. where the premises is being hired by an individual?</p> | | |
| Hirer's documentation and important information | | |
| <p>Has the hirer submitted a signed copy of their current safeguarding policy?</p> | | |

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| Has the hirer provided the school with a named individual who the school can contact in the event of an emergency? | | |
| Has the hirer provided proof of a public liability insurance policy? [For low-risk activities, it is recommended that public liability insurance is to the value of £2 million, e.g. adult education evening activities. For high-risk activities, it should be at least £5 million, e.g. gymnastics class.] | | |
| Has the hirer provided proof that all necessary safeguarding checks have been obtained for all activities involving children? | | |
| Has the hirer provided a list of all individuals who will be working on the premises, including their full names, addresses and contact details? | | |
| Has the hirer provided documentation outlining the procedures they have in place to deal with the unintended expected release of asbestos? | | |
| Has the hirer provided signed copies of any risk assessments they hold relevant to their intended use of the school premises? | | |
| If the hirer will be selling tickets or alcohol, have they provided confirmation of a temporary event notice? | | |
| Has the hirer provided details of their qualified first-aiders and agreed that at least one of these individuals will be on site at all times? | | |
| Has the hirer provided proof that any equipment they will be using meets the required health and safety standards? | | |

School documentation

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| <p>Have you provided the hirer with copies of relevant school policies and procedures, including the following?</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Fire Safety Policy • Asbestos Management Policy • Surveillance and CCTV Policy • Health and Safety Policy • Fire Evacuation Plan <p>[Ensure hirers return a signed copy of each of these policies to you so you can verify they have read and understood the terms and conditions.]</p> | | |
| <p>Have you reviewed the Letting School Premises Risk Assessment <u>to ensure it encompasses all risks associated with the hirer's use of the premises?</u></p> | | |
| <p>Have you provided the hirer with a copy of the letting school premises risk assessment?</p> | | |
| <p>Have you provided the hirer with a copy of the Fire Safety Risk Assessment and any other relevant risk assessments?</p> | | |
| <p>Have you provided the hirer with a copy of the asbestos management plan and asbestos management survey?</p> | | |
| <h3>School procedure and important information</h3> | | |
| <p>Have you ensured any equipment and the facilities the hirer intends to use are in good working order?</p> | | |

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| Have you ensured that the hirer knows how to use any school-owned equipment safely? | | |
| Has the hirer been notified of any known asbestos in the school? | | |
| Have you provided the hirer with information on the procedures they should follow in the event of an incident involving asbestos? | | |
| Have you shown the hirer how to properly secure and lock the premises? | | |
| Have you shown the hirer where the first aid kits are held? | | |
| Have you shown the hirer where the school's fire exits and evacuation points are? | | |
| Have you provided the hirer with an emergency contact number in the event of any security breach? | | |