

# Robert Peel Primary School

## Lettings Policy



Date policy last reviewed: April 2025

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors Date: \_\_\_\_\_

Last updated: April 2025



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## **Statement of intent**

Robert Peel Primary School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

## **1. Legal Framework**

1.1. This policy has due regard to all 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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996

1.2. This policy has due regard to the following guidance:

- DfE (2015) 'Advice on standards for school premises'
- DfE (2024) 'Keeping children safe in education'
- DFE (2023) Working Together to Safeguard Children
- DfE (2015) 'The Prevent duty'

1.3. This policy operates in conjunction with the following school policies:

- First Aid Policy
- Fire Safety Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- School Risk Assessments



## **2. Definitions**

- 2.1. For the purpose of this policy, a **'letting'** is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.
- 2.2. The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.
- 2.3. Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, out of school hours learning/study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

## **3. Roles & Responsibilities**

- 3.1. The Governing Body is responsible for:
  - Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
  - Contacting a legal expert with regards to transactions, for specialised guidance.
  - Establishing any safeguarding risks associated with the letting.
  - The overall oversight of the letting, handling any queries from the hirer.
  - Communicating any relevant information to the hirer, e.g. fire safety precautions.
  - Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
  - Working with the Headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.
- 3.2. The Headteacher is responsible for:
  - Ensuring compliance with the premises licence.
  - Acting as or appointing a designated premises supervisor.
  - Liaising with the Governing Body to establish whether or not the proposed activity is suitable for the premises.
  - Ensuring that the school has the correct insurance in place for hiring out the premises.
  - Checking the hirer has the appropriate public liability insurance.
  - Working with the Site Agent to ensure the premises are fit for use.
  - Ensuring hirers familiarise themselves with the relevant school policies and procedures,
  - Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
  - Assessing whether the activities the hirer is requesting could result affecting the condition of the school building



- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

3.3. The Site Agent 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 secure and lock the premises after use.
- Organising any repairs and/or replacement of equipment.
- Notifying the hirer of safety measures that must be followed in terms of the school building

3.4. The Headteacher is responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's Privacy Notice for Third Parties is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the Data Protection Policy.

3.5. 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 after use.
- 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 Agent to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the Headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the Headteacher.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the Headteacher of the activities that will be undertaken on the premises.
- Adhering to the school's Letting School Premises Risk Assessment.
- Liaising with the school and the Senior Leaders if they have any issues or concerns about the letting.



## **4. Charges**

- 4.1. The Governing Body is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:
  - Costs of services (e.g. heating and lighting)
  - Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
  - Costs of administration
  - Costs of wear and tear
  - Costs of using the school’s equipment, if applicable
  - Profit element, if applicable
- 4.2. Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.
- 4.3. The charge issued for each letting will be reviewed annually by the Governing Body.
- 4.4. The review of charges will take place in the Spring term, for implementation in the beginning of the next financial year, taking effect from 1 April that year.
- 4.5. Current charges will be provided to the Governing Body in advance of any lettings being arranged.
- 4.6. A charging tariff may be established to ensure that access is affordable for particular individuals and groups.
- 4.7. The school requires a 10 percent deposit of the overall fee to be paid to the school to secure a booking.
- 4.8. The remaining amount will be paid to the school on or before the requested booking date.
- 4.9. Hirers will provide the school with at least five days’ notice before cancelling a booking.
- 4.10. If hirers fail to comply with paragraph 4.9, the school will keep the hirers deposit.
- 4.11. If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.
- 4.12. In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.
- 4.13. There will be a grace period of 30 days for payment to be made, after this period, if a payment hasn’t been made, the school will seek additional legal advice for payment to be recovered.

## **5. VAT**

- 5.1. In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).



## **6. Managing lettings**

- 6.1. The Governing Body has overall responsibility for the management of lettings.
- 6.2. The Headteacher will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the Governing Body.
- 6.3. The Headteacher may delegate aspects of the management of lettings to other relevant members of staff, such as the Site Agent.
- 6.4. If the Headteacher has any concerns regarding the activities the hirers are conducting, they will consult the Governing Body and reach a decision together.
- 6.5. Organisations wishing to hire the premises will approach the Headteacher, who will identify their requirements and clarify the facilities available.
- 6.6. The Governing Body will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as “booked” until approval has been given in writing.
- 6.7. Once the letting has been approved by the Governing Body, a letter of confirmation will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.
- 6.8. The hirer will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body’s charges decision.
- 6.9. The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.
- 6.10. All lettings fees that are received by the school, will be paid into the school’s independent bank account, to offset the costs of services, staffing etc. (which are funded from the school’s delegated budget).
- 6.11. Fees can be paid in cash, cheque or bank transfer. The hirer will state how they intend to pay in their application form.
- 6.12. The Finance Officer will provide the hirer with the relevant bank details.
- 6.13. Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

## **7. Safeguarding**

- 7.1. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.



- 7.2. All hirers must state the purpose of the hire.
- 7.3. Each application will be vetted by the DSL and any concerns will be reported to the Governing Body prior to approval.
- 7.4. When determining whether to approve an application; the 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 regards to the prevention of terrorism and radicalisation
  - Whether the letting is deemed compatible with the ethos of the school
- 7.5. An application will not be approved if the hirer's purpose:
  - 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 trust, balanced or outweighed by freedom of expression of artistic merit).
- 7.6. If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the Headteacher immediately.
- 7.7. The Headteacher 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.
- 7.8. Where an individual group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the school will contact the police or school security who will remove the person or group from the school premises.
- 7.9. All hirers will read and review the school's Child Protection and Safeguarding Policy.

## **8. Emergencies - Health and Safety**

- 8.1. The Site Agent and Headteacher will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.
- 8.2. In case of an emergency, the on-site telephones can be used to call the emergency services.
- 8.3. The office staff will check first aid kits daily to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.
- 8.4. The Site Agent will show hirers where first aid kits are should they be required.



- 8.5. A first aider (provided by the hirer) will be on site at all times.
- 8.6. Smoking is not permitted on the premises at any time.
- 8.7. The hirer familiarises themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.
- 8.8. The Headteacher will make copies of the school's Fire Evacuation Plan available to the hirer on arrival at the school.
- 8.9. The hirer will be shown the school's fire exits and evacuation points by the Site Agent on arrival.
- 8.10. The hirer will be provided with a copy of the school's Health and Safety Policy and will be expected to act in accordance with it at all times. The Site Agent will give a Health & Safety briefing with all hirers.

## **9. Using the site**

- 9.1. The hirer will liaise with the Site Agent to ensure the school remains secure before, during and after use.
- 9.2. Hirers will be given an emergency contact number for the Site Agent in case of any security breach.
- 9.3. The school premises are closed after 10:00pm to avoid any noise complaints from neighbouring residents.
- 9.4. The Site Agent will remain on site until 6:00pm to hand over control of the premises to the first hirer of the evening.
- 9.5. Keys/security codes will not be passed to any hirer or other person without written permission from the Governing Body.
- 9.6. The Site Agent will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.
- 9.7. The academy uses a 'three strike' rule when handling noise complaints lodged against hirers.
  - **Strike one** – hirers will receive a verbal warning about their conduct on the school 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 school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school 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 school premises for any activity for a period of two months. The Governing Body also expects the hirer to issue an apology to the school and complainant in writing.



- 9.8. The use of public announcement systems and loudspeakers must be agreed with the Headteacher and Site Agent, this agreement must include a maximum noise level which is not to be exceeded.
- 9.9. The school's car park is available to hirers during their time on the premises; however, the Governing Body and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.
- 9.10. Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the Site Agent will find suitable spaces on the school grounds.
- 9.11. In the event of additional parking being required, the Site Agent will ensure the school premises remain accessible to the emergency services, should they be required.
- 9.12. Alcohol will not be brought on to, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the Headteacher.

## **10. Equipment**

- 10.1. Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the Governing Body to use any additional equipment once the form has been submitted.
- 10.2. The Site Agent will conduct an inventory of all the equipment that the hirer requests, noting its condition. The Site Agent will review this inventory after the hirer uses the equipment to ensure its proper use.
- 10.3. Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the Site Agent or Headteacher. Where permission has been granted, the Site Agent will oversee the move.
- 10.4. If a furniture move has been agreed, the hirer and Site Agent will negotiate restoring the premises back to its original state.
- 10.5. Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- 10.6. Any seating provided is limited to the number of chairs on the premises.
- 10.7. Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.
- 10.8. The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.
- 10.9. The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
- 10.10. Hirers will report any stolen or missing equipment to the Site Agent immediately.



- 10.11. Risk assessments for manual handling will be carried out by the Headteacher and Site Agent in accordance with the school's Manual Handling Policy.
- 10.12. Food and drink may be prepared on the premises; however, hirers must seek direct permission from the Governing Body.
- 10.13. The hirer will prepare food and drink in line with current food and hygiene regulations.

## **11. Data protection**

- 12. The school will adhere to the Data Protection Policy at all times.
- 13. The DPO will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.
- 14. The DPO will provide hirers with the statutory privacy information in the form of the Privacy Notice for Third Parties.
- 15. The DPO will ensure that the hirer's information is processed in accordance with the GDPR and Data Protection Act 2018.

## **16. Monitoring & Review**

- 17. This policy is reviewed annually by the Governing Body and the Headteacher.
- 18. The scheduled review date for this policy is date.
- 19. Any changes made to this policy will be communicated to all relevant members of staff and all hirers.

# Premises Application Form

**ROBERT PEEL**  
Primary School



The school will process the data collected in this form in accordance with the GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

<b>Named individual:</b>	
<b>Company name:</b>	
<b>Address (for invoicing purposes):</b>	
<b>Contact number:</b>	
<b>Email address:</b>	
<b>Deposit amount:</b>	
<b>Payment method:</b>	
<b>Requirements</b>	
<b>Date of hiring:</b>	
<b>Time of hiring:</b>	
<b>Room(s)/Spaces:</b>	
<b>Equipment needed:</b>	
<b>Details of any equipment you will be using on the premises:</b>	



Purpose	
<b>Details of the event:</b>	
<b>Will you be working with children and/or young people?</b>  <b>If yes, have you attached a copy of your safeguarding policy?</b>	
<b>Start time:</b>	
<b>End time:</b>	
<b>Expected attendance:</b>	
<p><b>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</b></p> <p><b>I acknowledge that my signature confirms all the details in this application form are correct.</b></p>	
<b>Signed:</b>	
<b>Date:</b>	

# Hire Agreement

The school will process the data collected in this agreement in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

**The Governing Body of Robert Peel Primary School**

The hirer: .....

Address: .....

.....

.....

Telephone: .....

Areas/spaces of the school to be used: .....

Specific nature of use: .....

Maximum attendance: .....

Details of any school equipment to be used: .....

Date(s) of hire: .....

Period(s) of hire: .....

Fee (specify per hour or per session): £ .....

The Governing Body agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

<b>Hirer's signature:</b>	
<b>Headteacher's signature:</b>	

# Lettings Risk Assessment

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area of concern	Recommended Controls	In place? Yes/No	Risk Rating
<b>Adequate security</b>	<ul style="list-style-type: none"> <li>• A Security Risk Assessment is undertaken.</li> <li>• The hirer of the premises is aware of the areas of the school grounds they are allowed access to.</li> <li>• Areas of the premises which the hirer is not allowed to access will be clearly identified them notified.</li> <li>• The premises are opened and closed in line with arrangements outlined in the letting agreement.</li> <li>• The named key holder or site supervisor is present to open and close the school for the hirer.</li> <li>• The named key holder ensures that the keys are only handled by individuals who have been authorised by the Headteacher and that they are returned safely to the school office.</li> <li>• The Headteacher ensures that the school key codes are kept confidential and is only shared on a need-to-know basis.</li> <li>• Under no circumstances is the locking up of the school delegated to a member of the hiring group.</li> <li>• Arrangements for locking the school and setting the security alarm are agreed by the Headteacher in advance and outlined in the letting agreement.</li> <li>• The hirer ensures that the premises are left in a secure condition, as outlined in the letting agreement, at the end of the letting period.</li> </ul>	Y	M



Area of concern	Recommended Controls	In place? Yes/No	Risk Rating
	<ul style="list-style-type: none"> <li>In the event where an individual will be at the premises alone, a Lone Worker Risk Assessment is completed.</li> <li>Visitors are to act in accordance with the school's Visitor Policy at all times.</li> <li>Anyone believed to be trespassing is challenged, where there is no perceived risk to the challenger, or the police are called.</li> </ul>		
<p><b>Effective Health &amp; Safety Measures</b></p>	<ul style="list-style-type: none"> <li>The school's Health and Safety Policy is adhered to at all times.</li> <li>A risk assessment is undertaken for the activity that the premises are being used for.</li> <li>The Governing Body assesses whether or not a site supervisor is required to be present during the hirer's use of the premises.</li> <li>The hirer ensures that statutory health and safety ratios for the activity being undertaken are met.</li> <li>All equipment brought to the premises by external parties is visually checked and ensured that it is fit for purpose by the Site Agent, prior to the event.</li> <li>The hirer maintains their equipment and ensures that it is suitable for the planned activity.</li> <li>The hirer provides and maintains any necessary personal protective equipment (PPE).</li> <li>All school equipment is regularly maintained and tested, as per statutory requirements.</li> <li>School equipment is only used by prior agreement.</li> <li>The Governing Body assesses whether its contracts for electrical works need to be revised as a result of any new equipment brought on to the premises.</li> <li>The hirer implements an agreed parking management plan, ensuring that the school's Car Park Risk Assessment are adhered to.</li> <li>The Headteacher assesses whether the proposed activity might affect the fabric of the building. No activities of this nature are to be agreed.</li> </ul>	<p><b>Y</b></p>	<p><b>M</b></p>



Area of concern	Recommended Controls	In place? Yes/No	Risk Rating
	<ul style="list-style-type: none"> <li>A maximum number of people for the event is agreed upon by the Headteacher and the hirer prior to the event.</li> <li>The hirer is responsible for ensuring that the permitted number of persons using the hired premises is not exceeded.</li> </ul>		
<p><b>Accidents &amp; Injuries</b></p>	<ul style="list-style-type: none"> <li>There is at least one trained first aider on the premises when it is in use.</li> <li>The Headteacher ensures that the hirer has adequate first aid arrangements in place.</li> <li>The Headteacher ensures that the hirer is aware of where first aid supplies are kept.</li> <li>The hirer is advised to bring any first aid supplies to treat any activity-specific injuries.</li> <li>The hirer maintains records of emergency contacts and known medical conditions of participants.</li> <li>The setting up and moving of furniture is only completed by those who have undertaken manual handling training.</li> <li>The Headteacher informs the hirer of any hazards, e.g. wet floors, broken chairs etc.</li> <li>All potential hazards are clearly signposted and spillages are cleaned up immediately.</li> <li>Where possible, agreed control measures are in place to minimise the risks associated with the activity the premises has been hired for.</li> <li>No glass is allowed outside of the school building, including in the playground.</li> <li>PPE is used wherever necessary.</li> <li>All accidents are recorded and reported to the Headteacher using the school's procedures.</li> <li>Any hazards identified by the hirer should be notified to the school if the concern cannot be completely addressed during the leasing period.</li> </ul>	<p><b>Y</b></p>	<p><b>M</b></p>
<p><b>Sufficient Insurance &amp; Licensing</b></p>	<ul style="list-style-type: none"> <li>The hirer informs the Headteacher and Governing Body of the activity that will be undertaken on the premises.</li> <li>The letting only commences once the activity proposed to be undertaken on the premises</li> </ul>	<p><b>Y</b></p>	<p><b>L</b></p>



Area of concern	Recommended Controls	In place? Yes/No	Risk Rating
	<p>is approved by the Headteacher and the Governing Body.</p> <ul style="list-style-type: none"> <li>• The letting terms and conditions are clearly outlined to the hirer of the premises.</li> <li>• Letting forms are checked by the Governing Body to ensure that the type of event the premises is used for is in line with the school's licence agreement.</li> <li>• Where the activity is under the direction of the hirer, the hirer provides evidence that they have adequate insurance in respect of their intended use of the premises and public liability.</li> <li>• The hirer provides the Headteacher with written confirmation that they hold a current and appropriate insurance policy.</li> <li>• The Headteacher ensures that the hirer has a third party liability insurance policy in place.</li> <li>• The school holds a copy of the hirer's insurance policy, including that in relation to third-party liability insurance.</li> <li>• The Finance Officer maintains records regarding letting the school premises, including booking forms and any additional information.</li> <li>• The Headteacher is responsible for ensuring compliance with the premises licence.</li> <li>• Where alcohol is to be sold on the premises, the hirer is responsible for securing a licence under the Licensing Act 2003, and a copy of this is provided to the school prior to the event.</li> </ul>		
<p><b>Adequate Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• The Headteacher and the Governing Body assess whether the premises are suitable for the activity in the existing condition.</li> <li>• The Headteacher and the hirer identify any special requirements which may be needed to safeguard the premises for the proposed activity.</li> <li>• The hirer obtains the necessary safeguarding checks for all activities involving children, e.g. DBS checks.</li> <li>• The hirer is responsible for monitoring who is on site at any time.</li> </ul>	<p>Y</p>	<p>L</p>



Area of concern	Recommended Controls	In place? Yes/No	Risk Rating
	<ul style="list-style-type: none"> <li>The hirer has a procedure in place to ensure everyone is off the school premises at the end of the activity.</li> <li>Where the leasing hours overlap with the school day, the school is responsible for identifying appropriate vetting and child protection measures to be taken.</li> <li>The Governing Body ensures that the hirer has appropriate policies and procedures in place with regard to the welfare and safety of children.</li> <li>Where necessary, staff members and pupils are physically segregated from the hirer's activity and participants.</li> </ul>		
<b>Crime &amp; Disorder</b>	<ul style="list-style-type: none"> <li>The hirer informs all participants of the limits of the activity within the building.</li> <li>The hirer is aware of the school community and has taken measures to ensure minimum noise disturbance to the neighbourhood.</li> <li>If alcohol is sold at the event, the hirer ensures that alcohol is sold in accordance with the law and not to those under the age of 18.</li> </ul>	Y	L
<b>Fire</b>	<ul style="list-style-type: none"> <li>A Fire Risk Assessment of the building is completed by the hirer, in conjunction with the Headteacher.</li> <li>The risk assessment is reviewed and amended in light of the impact of the proposed new use of the premises.</li> <li>Emergency exits are clearly signposted and not obstructed.</li> <li>The hirer is aware of the school's emergency procedures and Fire Evacuation Plan.</li> <li>The hirer informs all participants of the emergency evacuation procedures.</li> <li>Emergency equipment, such as fire extinguishers, is serviced as per statutory requirements.</li> <li>Smoking is prohibited on the premises. A designated smoking area off the school premises is signposted.</li> </ul>	Y	L

# Lettings Checklist



## Applications for letting the premises

Task	Completed? (✓)	Further comments/actions
<p>Has the hirer approached the Headteacher, and has the Headteacher:</p> <ul style="list-style-type: none"> <li>• Identified their requirements?</li> <li>• Clarified the facilities available?</li> </ul>		
<p>Has the hirer completed an application form and submitted it to the Governing Body, which states the following:</p> <ul style="list-style-type: none"> <li>• How they intend to use the premises and for how long</li> <li>• The equipment required, whether school-owned or not</li> <li>• How they intend to pay, i.e. via cash, cheque or bank transfer</li> </ul>		
<p>Has the application been vetted by the Headteacher and have any concerns been raised with the Governing Body?</p>		
<p>When considering the application, has the Governing Body given due regard to the following:</p> <ul style="list-style-type: none"> <li>• The type of activity</li> <li>• Possible interferences with school activities</li> <li>• The availability of facilities</li> <li>• The availability of staff</li> <li>• Health and safety considerations</li> <li>• The school's duties with regards to the prevention of terrorism and radicalisation</li> <li>• Whether the letting is deemed to be compatible with the ethos of the school</li> </ul>		



Have risk assessments been conducted by the relevant individuals, such as the Headteacher or Site Agent, with regards to any risks that the lettings may pose to the school?		
If the application has been approved, has the Governing Body sent a letter of confirmation to the hirer?		
Has the Governing Body created the hire agreement and sent this alongside the letter of confirmation?		
Has the Governing Body determined the costs of the letting and detailed this in the confirmation letter and hire agreement?		
Have you ensured the hire agreement details liability for loss and/or damage to any equipment, the premises, or other items?		
Has the hirer received an invoice for the letting?		
Has the Finance Officer provided the hirer with the relevant bank details?		
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?		
Have you checked whether you need to purchase a hirers extension policy, i.e. where the premises is being hired by an individual?		
<b>Hirer's Documentation &amp; Important Information</b>		
Has the hirer submitted a signed copy of their current safeguarding policy?		
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?		



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 Health & safety incident?		
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?		
<b>School Documentation</b>		
Have you provided the hirer with copies of relevant school policies and procedures, including the following?		
Have you reviewed the Letting School Premises Risk Assessment to ensure it encompasses all risks associated with the hirer's use of the premises?		
Have you provided the hirer with a copy of the letting school premises risk assessment?		
Have you provided the hirer with a copy of the Fire Safety Risk Assessment and any other relevant risk assessments?		



**School Procedure & Important Information**

Have you ensured any equipment and the facilities the hirer intends to use are in good working order?		
Have you ensured that the hirer knows how to use any school-owned equipment safely?		
Have you provided the hirer with information on the procedures they should follow in the event of Health & Safety incident?		
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?		