



John Clare Primary School

Inspire ~ Nurture ~ Celebrate

Lettings Policy & Booking Form

Editions and Revisions

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Overview

Thank you for your enquiry about hiring some of the facilities at John Clare School.

This document contains details about our school and what is available to hire, including the current scale of charges. A booking form and Risk assessment is also included.

The School is situated in the conservation village of Helpston, which lies between Peterborough and Stamford. Children attend mainly from the rural areas of Helpston, Etton and Woodcroft.

The building dates from 1965 and has a staff room, five classrooms and a hall large enough to seat 90 people (dependent on the type of function). There is a pre-school on site which also offers before and after school club for our children.

Helpston village is famous for being the birthplace and home of the poet John Clare who lived from 1793-1864. His cottage is within a 5 minute walk from the school, as is St Botolphs Church where the grave of John Clare can be seen.

Facilities available to hirers:-

The School Hall

The school hall has a floor area of **126 square metres** with seating available for **90 people and standing for 261**.

No equipment (apart from the use of chairs or tables) is included in the hire fee. Any other equipment, other than chairs and tables, must not be used. Any specific requirements for other pieces of equipment should be noted on the booking form and confirmed by the school prior to the letting.

The maximum number of persons permitted in the hall at a function is 90, actual numbers will depend on the nature of the event and the layout adopted.

Classrooms, Staff room and Kitchen facilities can be hired by special arrangement only.

Parking

Approximately 20 cars using the designated parking spaces.

General

The letting of all or part of the school facilities may be made available for local organisations/bodies. Priority will be given to activities which benefits the children of the school and the school community. Where the proposed letting may appear to be detrimental in any way to the general condition or reputation of the school, the letting will be refused. Consideration will also be given for availability of the Site Officer to open and close the premises.

The use of the premises for school functions will take priority over lettings.

All lettings are made in accordance with the school's policy that no smoking is allowance anywhere in the building or on the school premises.

Dogs and other livestock are not permitted on the school site, with the exception of assistance dogs.

Licences

There is no drinking, music, dancing or singing licence and the hirer must apply for temporary licences to the City Council and the Local Magistrates respectively, and the hirer shall ensure that any conditions attached to such licence or permission are complied with.

The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.

The hirer shall comply with the conditions of the licence granted by the Performing Rights Society Ltd and shall furnish to the Council, immediately after the end of the hiring a complete list of all songs sung and music performed giving the information required by the society in respect of each item.

If any part of the premises are to be used for the purposes of gaming or games of chance of any description the Hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act are fully observed and complied with.

Terms and Conditions

Applications for lettings should be made through the School Business Manager in the first instance and should be made using the Lettings Form which accompanies this document. All lettings shall be at the discretion of the Head teacher.

Lettings will be charged as per our scale of charges which are in place to cover the cost of Site Officer, energy, wear and tear and any administration costs involved.

Any income derived from lettings will be retained by the school and any costs that are incurred by the school will be met from this income.

Where the school is to be used as a polling station, the relevant authority will be charged accordingly.

All persons hiring and using the School premises will be expected to conform to the relevant Health and Safety regulations. The Risk Assessment form must be returned with the booking form.

Keys and access codes to the School premises will at all times be held by the Site Officer or members of the School staff. Keys/access codes will not be given to hirers.

Neither the School nor the Academy Trust will be held liable for any loss, damage or injury sustained by the hirer during a letting.

A deposit of 10% of the total charges payable is due on confirmation of the hiring and the balance must be paid seven working days before the date of the hiring.

The hirer may cancel a booking upon giving seven working days notice in writing. If the building or the room hired is no re-let on the date or dates in question the deposit will be forfeited.

If a hiring is cancelled giving less than seven working days notice of the date of the hiring, the Hirer will pay to the School Governors the balance of the charges due.

The School and its Governors reserve the right by notice to the Hirer to terminate the hiring at any time for reasons outside the control of the School Governors and to return any monies paid by way of a deposit, but the Governors shall not be under any liability to the Hirer for any loss or damage he may sustain arising out of such a termination.

The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

Health & Safety Procedures

In the event of a Fire/Emergency

The school is fitted with smoke devices in all rooms and halls. In the event of a fire being detected sound the alarm immediately, Fire alarm points are situated near each door in the school an alarm consisting of a single continuous siren will be sounded.

As soon as an alarm is heard evacuate the hall by the nearest and safest exit. All the fire exits are clearly marked with a green sign above the door.

In the event of an emergency after normal school hours, all persons should leave the building as quickly as possible and assemble in the main car park at the front of the building.

Under no circumstances should anyone re-enter the building.

Extinguishers are located in the hall and corridors. Please make yourself aware of their location. They are all clearly identified. THESE SHOULD BE USED ONLY IF SAFE TO DO SO - IF IN DOUBT, GET OUT.

It is the hirers responsibility to ensure that all persons exit the building immediately and do not stop to recover personal belongings etc.,

Using your mobile (see in responsibilities) dial 999 to report the fire advising them of the school's address:-

John Clare Primary School, West Street, Helpston, Peterborough . PE6 7DX

Please ensure that you do not block any of the emergency exits.

Please ensure that no vehicles are parked in such a way that entrance to the School either by the front gate or side gates by the Playgroup building is blocked to emergency vehicles.

It is the responsibility of the hirer to have a register of those persons present, which should be checked off in the event of an emergency. The emergency services should be informed of any missing person.

Smoking is not allowed anywhere on the School premises.

In the event of any problems during the period of the letting and the Site officer/head teacher are not on the premises, please telephone the Site Officer on 07922 696543. This number is also displayed on the front entrance gate.

The hirer will not depart until the emergency services have arrived and the Site Officer, or a representative of the school is on site.

A basic First Aid kit can be found in the green box in the main school corridor. However, it is recommended that complete First Aid kits are provided by and are the responsibility of the hirer.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space and safeguarding arrangements should be clearly detailed in the hirer's risk assessment.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact a member of Designated Safeguarding Lead trained staff, as soon as reasonably practicable:

Mrs Sarah Nicolson

Mrs Caroline Johnson

Risk Assessment

Risk Assessment Procedure for Activities Taking Place Outside Normal School Hours

What is Risk Assessment?

Risk Assessment can sound very daunting, but it is an increasingly important factor in modern society. At its simplest, Risk Assessment is being aware of the need to identify and minimise the risk of accident or injury. It may sound difficult and time consuming, but in reality most of it is based on common sense. After planning any activity, you should think about what could go wrong, what incidents might happen and what injuries could result. Using the attached Risk Factor Matrix it is then possible to determine how severe the risk attached to such an activity might be. If the risk is too high the activity should not go ahead. If the risk is quite high, steps should be detailed to reduce that risk. If the risk is low, then the activity can take place as planned, needing no further action. Certain areas for example to be considered would be the schools outdoor play equipment, the hygienic preparation of food and cooking of said food. Risk Assessments must also include the hirer's safeguarding processes and procedures.

Why do we need a Risk Assessment procedure?

As a Governing Body, we are ultimately responsible for the safety of all users of the School, and therefore we need to ensure that all such users are taking the necessary steps to protect themselves and those they are responsible for.

When should Risk Assessment take place?

When a new activity is being planned, Risk Assessment must be part of the planning process. If an activity is being repeated (e.g. weekly, annually), risk assessment should be reviewed, but a new record need not be submitted if the activity and the identified risks have not changed.

How is Risk Assessment carried out?

Risk Assessment should not be a lengthy process, but it must be undertaken in order to identify any potential risks or hazards of an activity. These could range from minor to extreme. The likelihood of an accident or injury and the severity of such injury must be considered, using the Risk Factor Matrix attached, and action taken to minimise risk or alternative activities considered.

How should Risk Assessment be recorded?

The suggested format is attached for recording Risk Assessment, which would be necessary in case of any insurance claim for negligence and/or personal injury. In case of such claims,

evidence is needed that risks have been considered, evaluated and steps taken to minimise those risks. The completed forms should be shown to the Headteacher.

Who should get a copy?

One copy should be kept by the person/organisation undertaking the activity. One copy should be given to the Headteacher.

PLEASE NOTE THAT IF A RISK ASSESSMENT IS NOT FILED AN ACTIVITY WILL NOT BE ALLOWED TO TAKE PLACE.

Risk Factor Matrix

To calculate the Risk Factor of any activity:

- 1 Assess the SEVERITY of any accident or injury that may be caused by the activity (from 1 = negligible to 5 = fatality).
- 2 Assess the LIKELIHOOD of any accident or injury resulting from this activity (from 1 = extremely unlikely to 5 = certainty)
- 3 Multiply the SEVERITY by the LIKELIHOOD:
 - If the result is between 1 and 6 the Risk Factor is LOW and no further action is needed.
 - If the result is between 7 and 16 there is a significant Risk Factor, and improved controls to reduce the risks are needed.
 - If the result is between 17 and 25 the Risk Factor is unacceptable and this activity should not take place.

Risk Factor Matrix		SEVERITY				
		Fatality 5	Major 4	Serious 3	Minor 2	Negligible 1
Likelihood	Certain 5	25	20	15	10	5
	Very Likely 4	20	16	12	8	4
	A likelihood 3	15	12	9	6	3
	Unlikely 2	10	8	6	4	2
	Extremely Unlikely 1	5	4	3	2	1

LOW RISK FACTOR	SIGNIFICANT RISK FACTOR	UNACCEPTABLE RISK FACTOR Change activity
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No further action necessary	Improved controls required	
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Hire of Premises Checklist

The following documentation must be returned to the School Secretary at the time of the booking.

- [] Hire of Premises Booking form
- [] Completed Risk Assessment Record Form
- [] Photocopy of hirer's current Public Liability Insurance in the amount of £2 million.
- [] Any fees payable in advance.

Scale of Charges

Charges for the lettings of School premises should, at least, cover any costs incurred; these costs include opening and securing the premises, additional heating and lighting, and extra cleaning. Charges for the letting of School facilities are as detailed below.

Scale 1 rate, applicable to Private Organisations or individuals holding Conferences, Business Meetings, Receptions and Private Parties. Preparation time is free by arrangement.

SCHOOL HALL

Hire per hour (until 6pm)	£55
Hire for one day (until 6pm) Weekends and school holidays only	£330
Evening hire (between 6pm and midnight)	£220

Scale 2 rate, applicable to Statutory users, Social or Recreational activities, Charitable use, Fundraising, Educational activities conducted by recognised organisations. Preparation time is free by arrangement

Official functions of the following groups:- James Bradford Trust, Scout and Guide Association, St. Botolphs Church Helpston and St. Stephens Church Etton and associated Church groups, Groups affiliated to the Helpston and Etton Community Association. Staff of John Clare School private events..

SCHOOL HALL

Hire per hour (until 6pm)	£39
Hire for one day (until 6pm) Weekends and school holidays only	£220
Evening hire (between 6pm and midnight)	£138

Scale 3 rate applicable to Helpston Under Five's (sole events),

SCHOOL HALL

Hire per hour (until 6pm)	£17
Hire for one day (until 6pm) Weekends and school holidays only	£44
Evening hire (between 6pm and midnight)	£33

Scale 4 rate applicable to School use, Friends of John Clare School, Governors, Helpston Under Five's /Friends joint events.

No charge

N.B. Please add 10% for Hirers Indemnity insurance if required.

USE OF THE KITCHEN IS BY ARRANGEMENT AT THE FOLLOWING RATES:-

A. to serve beverages	Free
B. to serve light meals	£31 for each four hour period
C. to serve main meals	£70 for each four hour period

STAFF ROOM (By special arrangement only)

1 room only	£20 per hour
each additional room (including rooms in addition to the hall)	£11 per hour

Appendix

Outline of Insurance Cover

In the event that there is no other insurance available the following risks can be insured in the name of the hirer:

- a) public liability to a limit of indemnity of £1 million
- b) damage to the hired premises by fire or explosion caused by the negligence of the hirer – no limit of indemnity
- c) Other negligent damage to a limit of £25,000 with an excess of £100 any one claim (The excess may change, please confirm excess if a claim is to be made).

Premium

The premium for hirer's liability is charged as follows:

10% of hire charges or £2 whichever is greater – to be collected with the hire fee.

Application for the Hire of School Premises

Nature of event: _____

Rooms required (please delete those not required)

HALL/ KITCHEN/CLASS ROOMS 1,2,3,4, /MOBILE/STAFF ROOM /PLAYGROUND / FIELD

N.B. Kitchen and Class/Staff rooms by special arrangement only, please contact school for details).

Date of proposed hiring _____

Start Time: _____ **Finish Time:** _____

I certify that I am not less than 18 years of age, and I have read and understand my responsibilities contained within this Lettings Policy and agree to the terms and conditions herein.

I also agree to pay on demand the letting charge, Site Officer's fees and any cleaning charges which may arise as a result from this letting.

I will inform the school the following working day of any Damage to school property and any hazards, accidents or maintenance issues.

I hereby indemnify the Governors against all claims in respect of injury, loss or damage (including damage to the school premises) arising from this letting. In requiring this undertaking the Governors do not seek to absolve itself or any employees from liability as owners/occupiers of the premises

Signed _____

Name _____

Organisation _____

Date _____

Address _____

Email Address _____

Telephone Number _____

Please send the completed form to:

John Clare Primary School, West Street, Helpston, Peterborough, PE6 7DX Tel: 01733 252332

Email: office@johnclareprimaryschool

Risk Assessment Record Form

Date(s): _____

Start Time: _____ Finish Time: _____

Hire for the purpose of:

Applicant/Event Organiser:-

Name: _____

Address: _____

Contact Tel: _____

Email address: _____

<u>Nature of Activity:</u>	
Assessment of SEVERITY of any accident or injury (from 1 = negligible to 5 = fatality)	
Assessment of LIKELIHOOD of any accident or injury (from 1 = extremely unlikely to 5 = certainty)	
Risk Factor (SEVERITY x LIKELIHOOD)	

Additional control measures required/put in place to ensure safety:

Signed: _____ Date: _____