



SOUTH WESTMORLAND  
MULTI ACADEMY TRUST

# Lettings Policy

<b>Committee:</b>	Risk Audit & Finance Committee
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## Letting Arrangements

The Trust Board regards the buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as such. However, a letting must not interfere with the primary activity of the trust, which is to provide a high standard of education for all its students.

The trust's budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied on any lettings by community or commercial organisations to meet additional costs incurred by the trust in respect of lettings.

Prior to the letting taking place, this document and the trust's Health and Safety Policy should be provided to the Hirer who must sign to confirm that they have read and accepted the terms and conditions. Any failure to abide by the following conditions may result in the trust not permitting future periods of hire to the Hirer/Users in question.

Our lettings arrangements operate within the framework of the school's Single Equality Scheme and Equality Objectives.

### Definitions

- Hirer - the person or organisation entering into the contract with the Trust
- User - those people making use of the premises hired under the terms and conditions set out in this lettings procedure
- Steward - person or persons designated by the Hirer to supervise the Users

**Each application for lettings will be treated individually, but with the following criteria being taken into consideration:**

#### 1. Availability and Suitability of Premises

- Do we wish to let the premises?
- Is the booking an appropriate use of our building?
- Which parts of the premises should be let?
- What arrangements are needed for the opening and closing of the building?
- Can we ensure security of the building?
- Will facilities for disabled persons be required i.e. accessibility to buildings, toilet facilities etc.?
- Are 'letting' rooms suitable for community use? I.e. sufficient space, adequately heated and lit.
- Can access to facilities be gained without going through areas restricted to school use such as classrooms and staff areas?
- Is there sufficient external lighting to allow safe access and egress?

The Trust reserves the right for staff to enter the facilities at all times.

#### 2. Exemptions

- The Trust will not allow its premises to be let to persons or organisations that in the Trustee's view, disturb the principles of community cohesion, or bring the school into disrepute.
- Lettings will not be made to persons under 18 years of age. The Trust will ask for evidence of adulthood where the person 'appears' not to be 18 years or older.
- Lettings that involve the attendance of children and young persons under 18 will not be made unless the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that other organisations/bodies have ensured that relevant safeguarding checks have been made in respect of staff and volunteers, unless the letting is to a private individual e.g. for a birthday party/anniversary etc.
- Lettings will not be made to persons or organisations that do not provide evidence that they have Public Liability Insurance (£10 million Public Liability Insurance) unless the letting is to a private individual e.g. for a birthday party/anniversary etc.

- The Trust will take appropriate action to ensure that the facilities are not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.

### **3. Indemnities**

- The Hirer shall indemnify the Trust against all actions, proceedings, claims and demands that might arise as a result of use of the premises by the Hirer, except where occupier's liability legislation applies.
- The Trust shall be indemnified from and against all actions, proceedings, costs, claims or demands arising out of the performance copyright works on its premises.

### **4. Local Conditions**

- No alcohol shall be brought or consumed on trust premises or any part thereof except by recognised organisations. It is the responsibility of the Hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol.
- No alterations or additions to the electrical installations at the school may be made.
- No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Head teacher and shall be returned to their original state immediately after use, at the expense of the Hirer.
- Where any use involves the erection and/or dismantling of a stage, this will be carried out by the Hirer at his/her expense and at his/her own risk.
- All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Head teacher.
- Furniture, including chairs, must not be removed from the trust premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted as part of the letting
- No advertising may be placed in any area of the trust premises without the direct permission of the Headteacher.
- Arrangements for the control of vehicular and pedestrian access to and around the site must be considered having regard to the different activity periods associated with the various Users/Hirers.
- The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the Hirer after inspection and will remain the Hirer's responsibility during the letting.
- If the terms and conditions of hiring are contravened in any way, the Trust reserves the right to cancel any permission for further use and will inform the Hirer in writing. In such event, the Hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
- It is the responsibility of the Hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.

### **5. Charges**

- Annual charges for lettings are approved by the Trust Board, but may be reduced or waived at the discretion of the Headteacher.
- The Trust must receive payment for lettings seven days prior to the day of letting. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation – see below.

### **6. Cancellations**

#### **Main School and Boarding Site**

The Trust must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.

- Where notification of cancellation is given at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from any administration charge.
- Where notification of cancellation is given between 2-4 weeks prior to the arranged date of

the let, the Hirer will be entitled to a 50% refund only.

- Where notification of cancellation is given less than 2 weeks prior to the arranged date of the Let, the Hirer will not be entitled to any refund.

### **Sports Centre**

- Where notification of cancellation is given at least 14 days prior to the date of the let, the booking charge will be refunded in full.
- Where notification of cancellation is given 7 days prior to the arranged date of the let, the Hirer will be entitled to a 50% refund only.
- Where notification of cancellation is given 6 days or less prior to the arranged date of the let, the Hirer will not be entitled to any refund.
  
- Where a cancellation is made by the Trust, the Hirer will be entitled to a full refund. The Trust will endeavour to notify the Hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.
- If the school field is water-logged, the Sports Centre Officers have the right to cancel the activity.

**Please note:** The above conditions apply for cancellation of total or part of a booking.

Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge (if any) will still stand.

## **7. Administration**

Trustees have adopted the following procedures:

- The Headteacher will make arrangements for the management and approval of lettings applications.
- All applications should be in writing and accompanied by evidence of third party indemnity insurance and, where relevant, appropriate Safeguarding Children Procedures.
- Credit facilities will not be given. All payments should be made in advance of the lettings.

## **8. Damage to Trust Property**

- The Site Manager will inspect the building, and Trust property for damage as part of his duties.
- The Hirer is responsible for insuring their own staff and equipment and shall reimburse the Trust for any damage caused during the period of hire. Any damage caused must be reported to the Site Manager.
- The Site Manager will estimate the costs of any damage and inform the organisation/individual as soon as possible.
- Advice will be sought from Trust's legal advisors if necessary.
- An invoice for the damages will be raised and sent, as soon as an accurate figure can be obtained.
- The Trust will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought onto the premises at the sole risk of the owner.

## **9. Health and Safety**

- Appendix B attached to these Arrangements "Conditions of Hire", accompanies the Lettings Booking Form (Appendix A), which are sent out to all requests for a letting. It includes information on Site Security, Fire Safety, First Aid and Accidents and Welfare arrangements and other local conditions of use.
- Any incident or accident must be reported, in the first instance, to the duty Sports Centre Officer or Site Manager and accidents recorded in the Accident Book.
- The Trust reserves the right to require sight of risk assessments carried out by organisations using its premises in advance of any letting.

### **During the Coronavirus (Covid-19) Pandemic:**

We will expect each organiser to have their own Covid-19 risk assessment in place which we

are satisfied with. This should include as a minimum the key elements of infection control (not attending or going home if symptomatic or have had a positive test result for example; test and trace; hand/respiratory hygiene; enhanced ventilation and cleaning). Hirers must also comply with any control measures we have in place – refer to the 'Conditions of Hire' for details.

*These arrangements will be reviewed in the light of any incidents that have arisen arising out of a new letting to ensure that the arrangements remain appropriate; that health and safety standards are met; that the arrangements ensure adequate protection for the Trust grounds and building, and for school staff/pupils.*

**Appendix A**

**Dallam Sports Centre – Booking Form 2021-2022**

Dallam Sports Centre, Milnthorpe, Cumbria, LA7 7DD. 015395 65156 [sports@dallamschool.co.uk](mailto:sports@dallamschool.co.uk)

<b>Contact Name</b>							
<b>Organisation/ Group Name</b>							
<b>Address</b>							
<b>Invoice Address</b>							
<b>Telephone</b>							
<b>Mobile</b>							
<b>Email</b>							
<b>Facilities Available (please tick next to facility you require)</b>  Please note prices shown are per hour and not for the event booked	<b>Milnthorpe Sports Centre Facilities</b>		<input type="checkbox"/> Sports Hall £27.00 <input type="checkbox"/> Cricket £30.00 <input type="checkbox"/> Gymnasium £22.00 <input type="checkbox"/> Dance Studio £20.00 <input type="checkbox"/> Drama Studio £20.00 <input type="checkbox"/> Classroom £15.00 <input type="checkbox"/> School Hall £30.00 <input type="checkbox"/> 3G Pitch – 1/3rd £28.00 (£14.00 for 30minute slot 5.20-5.50pm) <input type="checkbox"/> 3G Pitch – 2/3rds £45.00 (£22.50 for 30minute slot 5.20-5.50pm) <input type="checkbox"/> 3G Pitch – Full £67.00 (£33.50 for 30minute slot 5.20-5.50pm) <input type="checkbox"/> 3G Pitch – Matches Only 1/3rd £20.00 (Saturday and Sunday) <input type="checkbox"/> 3G Pitch – Match Only, 2/3rds £25.00 (Saturday and Sunday) <input type="checkbox"/> 3G Pitch – Match Only, Full £30.00 (Saturday and Sunday) <input type="checkbox"/> 3G Pitch – Tournaments £80.00 (Saturday and Sunday)				
	<b>Weekend prices shown are for FA Charter standard Clubs only</b>		<input type="checkbox"/>				
	<b>Heversham Sports Hall</b>		<input type="checkbox"/>	General Sports £22.00			
<b>Day (Mon-Fri)</b>	Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thurs <input type="checkbox"/>	Fri <input type="checkbox"/>		
<b>Time Slots Sports Centre Only</b>	5-6pm <input type="checkbox"/>	6-7pm <input type="checkbox"/>	7-8pm <input type="checkbox"/>	8-9pm <input type="checkbox"/>	<b>Closed after 9:00</b>		
<b>3G Pitch Hire Weekdays</b>	5.20 – 5.50pm <input type="checkbox"/>	5.50 – 6.50pm <input type="checkbox"/>	6.50 – 7.50pm <input type="checkbox"/>	7.50 – 8.50pm <input type="checkbox"/>	<b>Closed after 8:50.</b>		
<b>Weekend Time Slots</b>	Saturday <input type="checkbox"/>			Sunday <input type="checkbox"/>			
	9-10am <input type="checkbox"/>	10-11am <input type="checkbox"/>	11-12am <input type="checkbox"/>	12-1pm <input type="checkbox"/>	1-2pm <input type="checkbox"/>	2-3pm <input type="checkbox"/>	
<b>Dates Required (Please state all dates required below and, on the calendar,):</b>							



I have seen the school's Health and Safety Policy which is available on the Dallam School website	Yes/No
I have seen the scale of charges	Yes/No
Do you have your own public liability insurance? If so, please provide details with this document	Yes/No
Will you bring electrical equipment of any sort when you hire the premises (even extension leads, for example)? If so, has this equipment been tested in accordance with Dallam School requirements?	Yes/No
We confirm that we have an appropriate child and vulnerable adult safeguarding policy and have appropriate DBS checks in place (where applicable) <b>and agree to provide written evidence of the policy and original DBS certificates when returning the agreement and prior to using the facilities.</b>	Yes/No/Not applicable
We confirm that we have undertaken risk assessments for all activities on the school's premises <b>and agree to provide a copy when returning the agreement and prior to using the facilities.</b>	Yes/No
I have read/understood and agreed the school's Lettings Policy which is available on the Dallam School website	Yes/No
Signed:	Date:

**Dallam Sports Centre is CLOSED over Bank Holidays and the Christmas Holidays (Saturday 18th December 2021 - Tuesday 4th January 2022)**

Please return this form to: Sports Centre Manager, Dallam Sports, Dallam School, Milnthorpe, LA7 7DD. Bookings depend on availability; once we receive the form we will contact you to check information before confirming.

Once the booking is confirmed, if you need to cancel any part of the booking this **you must inform the Sports Centre Manager**. The **following fees will apply to all cancellations**: 14 days' notice given = No charge; 7 days' notice given = 50% charge applied; 6 days or less notice given = 100% charge applied.

Thank you

**General Conditions of Use of Sports Facilities**

- On arrival please park in specified parking bays in the car park opposite the school entrance.
- At change over times the car park may be very busy. Please be careful when entering and exiting the car park area. The school takes no responsibilities for vehicle damage while parked on the site.
- Please respect all facilities. Damage to the facilities or equipment will be charged and may result in restrictive bookings in the future.
- You are welcome to use the changing rooms and showers. Please keep them litter free and tidy for the benefits of all users. All valuables should be kept with you at all times. The school is not responsible for loss, theft or damage to your personal belongings.
- No food is to be consumed in any of the sports facilities. (sports hall, fitness suite, dance studio, gymnasium and the 3G pitch)
- Only sports water bottles can be taken into the sports facility and only sports drinks/water to be consumed. No other drinks are allowed as these may cause damage to the floor.
- Sports clothes must be worn while participating please.
- Only sports trainers to be worn in the indoor facilities.
- No chewing gum is allowed in any of the facilities. Anyone seen with gum will be asked to

leave and the group will be warned. This may affect future bookings.

- The school operates a no smoking and no alcohol policy on the school site at all times, inside and outside of the buildings. Anyone smoking or consuming alcohol will be asked to leave the site.
- Equipment should be carried carefully into position so as not to damage the floor surface. Please take care that you lift appropriately and with enough support from others in the group. Individuals are responsible for their own decision to carry equipment. If you require assistance please see the sports staff on site or ring in advance of the session so that arrangements can be made.
- Please do not stick tape or markings of any kind to the sports hall, gymnasium or dance studio floors/walls.
- It is your responsibility to ensure all equipment is returned after the session.
- Please can all 3G users ensure goals are put back in safety bays before leaving.
- Accidents do happen from time to time – please report these to the sports staff straight away so that we can record incidents and call for medical assistance if required. Damaged equipment must be reported immediately to prevent accidents.
- Each group using the facility need to have their own first aid kit.
- Each group must carry out their own risk assessment of the activity and the facility they are using.
- All clubs and organisations should have public liability (certificate is required)
- Adults coaching children under 18 years of age will need to have a current DBS certificate held by the club or organisation (DBS certificate is required)

**Signed:**

**Print name:**

**Date:**

**Dallam Sports Facilities Bookings Agreement 2021-2022**

Name of Group \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

Capacity in which you represent the group, (eg Chairman, Secretary, Coach, Leader)

Tel No. Mobile \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

I have read the conditions of use for the sports facilities and will make sure all users are fully aware of these. I understand that infringement of this could result in future dates being cancelled. I have read and understand the charges that will occur for any cancellations.

Our club (has/has not) got insurance/ if you have not got insurance you may not be able to hire our facilities. We strongly advise you have public liability insurance.

Insurance details:

Name of company \_\_\_\_\_

Type of policy \_\_\_\_\_

Expiry date \_\_\_\_\_

Insurance number \_\_\_\_\_

**\*Please include a photocopy of the insurance certificate.**

Due consideration must be shown to other persons using the facility simultaneously and at the end of the time slot groups must leave promptly. The facility must be left free from rubbish and all equipment must be returned to its correct location.

The hirer must ensure that correct footwear is worn in all facilities and that they are clean and free from mud/soil.

The hirer is responsible for any damage caused to the premises during the period of hire. The hirer must provide their own **First Aid Kit** and carry out a risk assessment. Accidents must be reported immediately to a member of staff, so that a record can be kept.

**\*For all adults coaching/working with young people under the age of 18 years, a DBS certificate must be obtained. A copy of certificates must be provided.**

*In signing this booking agreement I am consenting to the collection, storage and use of personal data in which the **Privacy Notice** which I have read online at:*

**Signed**

**Date**

.....  
.....

**Office use only**

Booking form complete

Insurance Certificate

Facilities agreement

DBS Certificate

Dallam School

**CONDITIONS OF HIRE**

***TO BE ATTACHED TO THE 'LETTINGS BOOKING FORM'***

**General Conditions**

- The person signing the Booking Form shall be considered the 'Hirer' and must be over 18 years of age.
- The person/organisation requesting the letting (the Organiser) has the responsibility to provide evidence of Public Liability Insurance (£10 million minimum) for the period of the Letting.
- Children under 18 cannot be present during the letting, without appropriate Safeguarding Children Procedures in place, and the Organiser requesting the letting must provide evidence of this and that other organisations/bodies have ensured that relevant safeguarding checks have been made in respect of staff and volunteers (unless the letting is to a private individual e.g. for a birthday party/anniversary etc.).
- The Trust will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- The premises will only be used for the event described on the Booking Form.
- The Hirer will be responsible for ensuring that all activities take place in a safe manner.
- The school will provide a clean and tidy room, all heating and lighting, use of toilet facilities and cloakrooms, furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery.
- For safety and hygiene reasons, children under 14 are not permitted in the kitchen.
- The behaviour and safety of persons on the premises for this booking are the responsibility of the Hirer.
- The Hirer is also responsible for ensuring that access to restricted parts of the school not forming part of the letting is not permitted and that there are sufficient stewards to prevent access to the trust premises by any unauthorised third parties.
- A qualified person must be present during all session that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the Hirer to check the qualifications of those supervising such activities and to establish that Enhanced Disclosures are held by all relevant persons.
- The Hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises. No unauthorised electrical equipment shall be used on the school premises.
- Noise levels must be contained to a reasonable level at all times and after 10.30 pm no noise shall be audible in any of the neighbouring properties.
- No betting, gambling or gaming is permitted on the trust premises.
- It is the responsibility of the Hirer to obtain any necessary licences for the sale of alcohol or the provision of public entertainment.
- The Hirer must ensure that nothing is brought or stored on the Trust premises which may be offensive, noxious, illegal or dangerous and that may cause damage to the premises or any other facilities or affect the health and safety of any person.
- The Hirer accepts that the Trustees may at any time terminate or postpone any single or all bookings at its own discretion and any liability of the Trustees for any loss in respect of the termination or postponement shall be limited to the return or any paid deposit only.

The Trust has a comprehensive Health and Safety Policy and its building is well maintained and regularly inspected to ensure that standards remain high. If you have any concerns about the Health and Safety of our site, it is your duty to inform the duty Sports Centre Officer so that we can take appropriate action. We appreciate your support. The Sports Centre Officer will be on duty during the letting. Trust phones may not always be available, and you must ensure you have a mobile phone to summon medical assistance.

**Damage to Trust Buildings or Property**

- The Hirer will pay for all damage caused to any Trust property including but not limited to fixtures/fittings/sports and any other equipment as a result of the hiring.
- The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.

- No stiletto heels or similar objects are allowed in the gym/hall area.
- The Trust will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

### Site Security

- The school has a Security Policy and the site security is very good. Entry to the school is via a remote operated door with an intercom that allows all visitors to be vetted. Once inside the secure entrance, further access can be gained only by a key fob. These security measures mean that your event is safe from gate crashers, or those persons you may know, but do not wish them to attend.
- During the letting, the person responsible, (the Organiser,) must be vigilant in ensuring that people do not attempt to enter parts of the premises that are not let.
- As people are leaving the building during or at the end of a letting, the Organiser or other designated person must be present at the front exit, to prevent anyone from entering through the remote operated door as people are leaving.
- The Organiser must ask all those attending the letting to ensure that they do not take any action that could jeopardise the security of the building.

### Parking Arrangements

- Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area. The Hirer must maintain safe entry and exit from the premises, provide and maintain clear access for emergency vehicles and service vehicles and observe any 'no parking' restrictions.
- The car park gates will not be locked during your letting, to enable those wishing to leave by car to do so. The Trust is not responsible for any damage to, or theft from cars parked in the car park, and those attending the letting should be informed of this by the Organiser, as part of the introductory Health and Safety information.

### Fire Safety

- You will be given a map of the school showing the emergency exits from the room/s you are hiring, clearly marked.
- On entry to the building for the letting, the Organiser must make themselves aware of the position of the emergency manual call points; and the nearest emergency exit from the room(s) they are hiring.
- You must have identified in advance, the person who would act as a Fire Warden: i.e. the person who would make sure that all those attending the letting had left the common areas, toilet areas and the room(s) you are hiring, via an emergency exit; and that someone had activated the Fire Alarm.
- All final exit routes from the building have an emergency manual call point. The Organiser should prepare and familiarise themselves in advance by walking the most obvious emergency exit route from the room(s) hired to that route's final exit point and noting the position of the call point.
- Fire Extinguishers are positioned at each final exit point. **You are not expected to use a Fire Extinguisher in the event of a fire although you can tackle a small fire if you have been trained to do so and can do so without putting yourself or others at risk.**
- At the start of your letting, you must ask each person to sign an attendance sheet which has the person's name clearly written, the purpose of the letting and the date of the letting.
- Before proceeding with your event, you must give basic fire safety information to those present as follows:
  - Point out the emergency evacuation exits, signposted in white on a green background.
  - In the event of a fire, the alarm will sound – it sounds like a continuous ringing bell.
  - You should leave the building by the nearest fire evacuation route/exit and gather at the designated Assembly Point on the all-weather pitch.
- If you need to leave the building in the case of an emergency and the alarm has not sounded, then the alarm should be activated using the nearest Emergency Call Point on your way out of the building.
- Telephone the Fire and Rescue Service providing the following information:
  - Your name
  - The name of School/Setting
  - School/Setting address

- Contact telephone number
- Details of the fire (if known)
- Undertake a head count to identify that all persons have been accounted for. If anyone is found to be missing this must immediately be reported to the Fire and Rescue Service on arrival.
- Under no circumstances should anyone re-enter the building until the 'all clear' has been given by the attending Fire Service Officer.
- Once all persons have evacuated the building and Fire and Rescue Services have been summoned, contact must be made with the Site Manager on 07931 097 810.
- The school No Smoking Policy MUST be adhered to at all times both inside the building and on school grounds.
- No naked flames (open fires or candles) are permitted without the express permission of the Site Manager and production of a suitable and sufficient risk assessment which identifies how risks will be managed.

### **First Aid and Accidents**

- The Organiser should have a fully charged mobile phone on their person so that in an emergency, the appropriate emergency services can be summoned.
- The Organiser is responsible for First Aid provision during the letting.
- There should be a competent person who is trained and available to give First Aid. A basic First Aid kit will be available in the Sports Centre reception.
- Any incident or accident must be reported, in the first instance, to the Sports Centre Officer and accidents recorded in the Accident Book, held in Sports Centre reception.

### **Welfare Arrangements**

- You will be made aware of the nearest adult /student toilets to the room(s) you are letting.
- Facilities for Disabled persons are located in the Sports Centre and main school building. The Organiser will be shown its location during the initial lettings meeting. Its location is marked on the plan of the school showing emergency exits.
- In an emergency, the occupant of the disabled toilet can summon help by pulling on the red cord. A buzzer will then sound, and a light will come on above the door. The alarm can be turned off by pressing the reset button on the right hand wall near the door. The door can be opened from the outside using a coin in the slot of the lock.
- Only adults preparing food/refreshments are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times.
- If you are using kettles or the staffroom kitchen area etc., to make drinks, we ask you to take proper care for your own health and safety. Please mop up all spills carefully, at once, so that there can be no risk of slipping.
- There will be a wet floor sign in the cleaning cupboard in the main school building, which you may use if needed.
- No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Trust Board. No alcoholic drinks may be sold without the necessary license, and this must be shown in advance to the Site Manager – it will be the responsibility of the Hirer to obtain all necessary licences.
- No food or drink is allowed in any area except designated social areas unless prior written permission has been granted.

### **Coronavirus (Covid-19)**

Changes to lettings arrangements may be necessary during the Covid-19 pandemic. These changes will be based on government guidance and may include:

- checking that each organiser has a suitable Covid-19 risk assessment in place
- changes to cleaning regimes – who is expected to clean premises/ equipment following a let, particularly if there has been a suspected or confirmed case of Covid-19 during the let
- the provision of hand sanitiser, tissues etc.
- the provision of more waste facilities (for tissues etc.);
- ensuring adequate ventilation when indoors

***The Hirer's signature on the Lettings Booking Form confirms his/her agreement of the above conditions of booking and all other aspects of our school lettings arrangements.***

## Appendix C - Occupant Capacity

Occupancy figures have been calculated based on the designed occupancy, the use of floor space factors or door widths/direction of opening. Additional consideration has been given provision of an alternative exit for all rooms with occupancy of 60 or more persons.

Occupancy figures have been calculated on the basis of:

- a) Floor space in m<sup>2</sup>
- b) Floor space minus 6m<sup>2</sup> within each classroom for teaching staff
- c) Remaining floor space divided by 1.3m<sup>2</sup> to give the number of students
- d) Number of students plus 1 to give the total occupancy for each room.

The occupancy factor of 6m<sup>2</sup> is that used for office purposes whereas the figure of 1.3m<sup>2</sup> is an average to take account of the desk space and separation generally found in classrooms etc.

The following guide taken from HM Government guide for Educational Establishments can be used to determine the general capacities of escape routes in existing buildings:

A width of at least 750mm can accommodate up to:

- 80 people in higher risk premises;
- 100 people in normal risk premises; or
- 120 people in lower risk premises.

A width of at least 1,050mm can accommodate up to:

- 160 people in higher risk premises;
- 200 people in normal risk premises; or
- 240 people in lower risk premises.

Table 4 of Approved Document B gives the following widths of escape routes for proposed new build premises or where premises are to be extended or substantially refurbished:

Maximum number of persons	Minimum width mm
60	750
110	850
220	1050
More than 220	5mm per person where doors exceed 1050mm

### (1) Main School Site – Milnthorpe

All the occupancies below have been calculated from trust plans supplied by the trust, the Main Hall and Sixth Form Centre can clearly

hold several types of functions such as theatre productions music recitals etc. If a standard seating layout has been formulated then the occupancies can be determined from those plans. Each user of the halls should submit their own seating or layout plans with the expected attendance to the trust for approval so as to ensure the maximum capacities are not exceeded.

They should also ensure they have adequate numbers of competent persons to act as stewards during any events where the capacity of the halls is likely to be achieved or as a general rule 1 steward/fire marshal per 30 participants/spectators.

Block	Room	Occupancy	Block	Room	Occupancy
<b>Maths Block</b>	1	60	<b>Sixth Form Centre</b>	229	20 seated
	2	45		230	130 seated
	3	46	<b>Technology Block</b>	26	68
	4	46		27	58
	5	44		28	58
	6	44		29	47
<b>Science Block</b>	34	29	<b>Old Humanities Block</b>	30	31
	35	29		31	30
	36	39		32	30
	37	31		33	32
	38	29	<b>Main School Block</b>	10	39
	39	29		11	78
	40	39		12	68
	41	31		13	68
	42	29		14	38
	43	29		15	29
	44	29		16	60
	45	29		17	52
	46	31		20	41

Block	Room	Occupancy	Block	Room	Occupancy
<b>Main School Block</b>	21	32	<b>Main School Block</b>	Dance Studio	100 seated
	22	32		Drama Studio	100 seated
	23	41		Sports Hall - Large	1000 standing
	24	32		Sports Hall - Small	500
	25	32	<b>English Block</b>	52	32
	Dining Hall	222 (standing)		53	32
	Training Room	30 (seated)		54	32
	Main Hall	500 (standing)		55	32
Main Hall	300 (seated)		56	32	



	Stage	100 (seated)		57	32
	LRC (main area)	70 (seated)		58	50
		30 (tables)			
	LRC (ICT suite)	15 computers			
		30 (seated)			

## (2) Boarding Site - Heversham

The majority of the rooms are bedrooms and sleep the max of six persons. Other areas within the building are detailed below. All the occupancies below have been calculated from trust plans:

Block	Room	Occupancy	Block	Room	Occupancy
<b>Big School</b>	Common Room	100 (seated)	<b>Alex Hall Block</b>	Lecture Theatre	120 (seated)
	Television Room	20		Art Classroom	22 (seated) 15 (tables)
<b>Old Boarding House</b>	Dining Room	60		Science Classroom	60 (seated) 30 (tables)
	Music Room	14		Outdoor Ed Room	60 (seated) 24 (tables)
	Founders Room	10		IT Suite (a)	24 (seated)
	Library	12		IT Suite (b)	24 (seated)
<b>Sports Facilities</b>	Sports Hall	1000 (standing)			
		450 (seated)			