

HIRINGS POLICY



Northgate Primary School

Approved by:	Resources Committee	Date: 28 th April 2020
Last reviewed on:	April 2020	
Next review due by:	April 2021	

INTRODUCTION

This is the Hirings Policy and the table of charges for Northgate Primary School Trust effective from April 2020. It is to be reviewed annually by the Governors' Resources Committee.

The Governing Body of Northgate Primary School Trust (hereafter referred to as the Governing Body) believe that education is the prime purpose of the school. However, we are keen to see that the school and its facilities are of benefit to the whole community. As such, it is the desire of the Governing Body that these facilities are made available to local groups, provided that this does not conflict with the work of the school, the interests of its pupils or the wellbeing and workload of its staff, and does not create a statutory nuisance.

The Governing Body recognises and supports the following principles:

- The school premises represent a significant capital investment and should be fully utilised;
- The school premises are a valuable community resource;
- Use of the school premises for educational purposes should be given priority when hiring is considered.

Making a profit from private or commercial hire is desirable, but is not the primary objective when hiring for educational or charitable activities. The school however does have to cover its costs and any bookings from these particular bodies will be looked at on each individual application. This document details the Hirings policy and procedures of the school, available facilities and the roles of both the Governing Body and users of school facilities (hereafter referred to as the Hirer'). It also sets out the current scale of charges.

The use of the school premises at all times outside the school day is under the control of the Academy Headteacher and Governing Body (Education (No. 2) Act 1986).

In deciding whether or not to let the premises, the school will consider the likelihood of damage or nuisance that may be caused, or arise at any time, as a result of the hiring. The final decision on compliance lies with the Governing Body.

TERMS AND CONDITION OF HIRE

Acceptance

By completing and signing the application form, the Hirer:

- Accepts and agrees to adhere to all aspects of this Hirings policy, including these terms and conditions.
- Accepts the responsibilities of the Hirer as laid out above on behalf of their organisation or event.
- Accepts responsibility for ensuring that all attendees comply with all the terms and conditions contained within this policy.

Care of Children

All children will be supervised at all times when attending an organised group or care scheme.

Licenses

Where necessary, any licenses required for public dancing, entertainment, alcohol or music must be strictly adhered to. It is the duty of the Hirer to ensure they understand and are able to comply with all such regulations and requirements.

Damage

The Hirer shall indemnify and keep indemnified the school and the Governing Body from and against all losses and damages arising as a result of the hiring of the premises. The Hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.

Property

All property brought onto the premises is done so at the sole risk of the owner. Neither the school nor the Governing Body will accept responsibility for any loss of or damage to any property owned by any person or organisation using the premises. Security arrangements are the responsibility of the Hirer.

Injury or loss

It is the responsibility of the Hirer to inform the Governing Body, in writing within 24 hours, of any person or persons sustaining injury or loss on the premises during the hiring.

Alcohol

No alcoholic drinks may be consumed or brought onto the premises other than where the appropriate licensing has been sought.

IT Suite

The Hirer must ensure that no food or drinks are taken into the IT suite.

Equipment in Classrooms

Any school property in classrooms is not to be used including the use of whiteboards unless by prior arrangement.

Right of Access

The school and the Governing Body reserve all rights of access.

Advertising

Advertising for any event on school premises may only take place with the prior written permission of the Governing Body. It may be possible to advertise your activity on our digital signage system for an additional charge. Please contact the school directly for more details.

Alterations

No alterations to the premises may be erected without the written permission of the Governing Body. Any authorised alterations must comply with all Health & Safety Regulations and must be removed at the expense of the Hirer. The preparation and dismantling of any alteration must be done outside of school hours.

Furniture

Any movement of furniture must be undertaken by the Hirer under the direction of the Site Manager. No furniture or apparatus is to be used without prior permission. Any equipment that is used by prior agreement may be charged for and must be put back in its original place at the end of the hire.

Behaviour

The Hirer is responsible for the behaviour of all persons organising or attending the School and in particular for leaving the site in a quiet and orderly fashion by the time stated in the hiring agreement. The Hirer shall be liable for any costs incurred by Northgate Primary School Trust, or any third party, resulting from any actions of any person organising or attending the function.

Contact

A named contact person must be made known to the Site Manager at the start of every event.

Maximum Numbers Attending

Health and Safety considerations restrict the school to maximum occupancy in certain areas and must be arranged prior to the event with the Site Manager.

Smoking

Smoking is not permitted within any of the school buildings and grounds, in accordance with the Smoke-free (Premises and Enforcement) Regulations 2006, which came into force in England from the 1st July 2007.

Car Parking

Where car parking is required, the Hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.

Kitchen / Catering

Hirers wishing to make use of the kitchen facilities will be required to make a separate application and discuss any requirements with the Site Manager who will liaise with the catering company. Any food preparation is not allowed in any area of the school unless arranged prior to the event.

Gifts

No member of school staff is permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.

Dogs

No dogs shall be permitted on school premises (except registered guide dogs).

Site Management

Weekend hiring where the hirer is a key holder or, for one off events, the Site Manager is prepared to undertake any additional duty. There will be an additional charge for the Site Managers time.

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries. The persons or organisations responsible for functions held in the premises shall be sure that the requirements of the relevant legislation are strictly observed.

Health and Safety Requirements

The Hirer will comply with all Health & Safety requirements mandated by the school. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents.

In Particular

- Obstructions must not be placed in front of the emergency exits, which must be immediately available for free public access;
- Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- The fire-brigade shall be called to any outbreak of fire, and details of the occurrence shall be given to the Site Manager/Headteacher who will inform the relevant authorities;
- No performance shall involve danger to the public;
- Highly inflammable substances shall not be brought into nor used in any part of the premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken without the consent of the Governing Body;
- No unauthorised heating or electrical appliances shall be used on the premises;
- The Site Manager shall be informed of any accident or injury occurring on the premises and will report all relevant incidents to the appropriate authorities.

Supervision

The person in charge of the activity shall not be under 21 years of age and shall be on the premises for the duration of the activity. He / she shall not be engaged in any duties which prevent him/her from exercising general supervision. When the premises are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 21 years of age, on duty where 100 persons or more are attending the entertainment.

When the majority of those present at the entertainment are less than 16 years of age, and when many people with disabilities are expected to attend the numbers of adult supervisors required to attend will be increased. For certain hiring's it may be necessary for the Site Manager to have a permanent presence and for which an extra fee will be charged.

Noise

Hirers and organisers of events in the school are responsible for seeing that the noise level of the functions is not such as to cause inconvenience for the occupiers of nearby houses and property.

Cleaning / Storage

Space in the School is at a premium and therefore storage will not normally be possible. However you may enquire if a suitable space for your needs is available and what the associated costs for this will be. There can however be no exception of continued storage space being made available if the needs of the school change, in line with our prime purpose as a school.

Hirers are expected to leave the premises **clean and tidy** and remove **all** of their rubbish / personal equipment. A charge will be made for any time spent by the Site Manager cleaning or clearing rubbish.

Sub-hire

The hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purposes, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies

Loss of Property

The governors cannot accept responsibility for damage to, or the loss or theft of hirers' property or effects.

Regulations

Compliance is agreed with all the conditions and regulations made in respect of the premises by the Fire Authorities, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music entertainment or stage plays.

Safety

The hirer should familiarise themselves with escape routes and position of fire alarms and fire extinguishers (see fire evacuation policy – Appendix 1). They should ask the Site Manager to show them these. If there is a fire the hirer should activate the fire alarm, exit the building and await the arrival of the emergency services. Mobile phones should be used in the first instance from a place of safety.

Contravention of Terms and Conditions

If any of the above terms and conditions is contravened, the Governing Body reserves the right to cancel this and/or future hiring's, with no compensation or refund.

Rights

The Governing Body will not normally insist on a representative being present throughout the event. However it reserves the right of access, and has delegated, that right to the Headteacher, to insist upon the Site Manager (or other designated representative) being present if it is considered that the nature of the event may leave the school vulnerable to theft or damage. The right to refuse any application for the use of the school facilities is reserved by the Governing Body. All arrangements for the use of schools' facilities are subject to the Governing Body reserving the right to cancel bookings.

PROCEDURES AND FEES

Application

Applications for hire of the school shall be made to the Hirings Administrator (secretary.pa@northgate.herts.sch.uk – 01279 652376). A booking form will be provided and the Hirings Policy made available. All formal hiring of the schools premises, including those for which no charge is made, must be properly documented. Thus, applications for premises hire will only be considered on presentation of a completed application form to the school office.

Invoice

Invoices for regular hire will be sent out half termly in advance and payment is required before the new hire period begins. Cheques for hire should be made payable to 'Northgate Primary School'. Failure to pay the invoice within this time may result in the future hiring of the premises becoming void. Under special circumstances, ***agreed in advance by the school***, termly payments may be considered.

Public Liability Insurance

Insurance is required by all hirers and a copy of their certificate must be given to the school prior to any hiring taking place.

Safeguarding

All hirers holding events in the school that involve children / vulnerable adults or the possibility of children/vulnerable adults attending must have a Safeguarding / Child Protection Policy in place of which a copy must be filed in school prior to events / clubs taking place.

Disclosure and Barring Service Checks:

Proof of DBS checks is required from hirers who work directly with children, vulnerable adults or those making bookings during school hours.

Fees

Hiring fees will be set at a level to ensure that the income taken covers the costs, (lighting, heating, staffing, waste disposal charges, cleaning etc) of the activity. **Note:** The School Association will be exempt from any charge in respect of fundraising activities, or social events benefiting pupils and / or their families. School Association and in-school events will be given precedence over any external hiring's.

Variations

No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations, or to deviate from the published charging policy.

Value Added Tax

The governors are required by law to apply Value Added Tax (VAT) to all transactions where this is appropriate.

Alteration of Arrangements

Any requests for amendments to the hiring must take place at least 7 days prior to the date of the hire. The hirer must not presume that any amendment will be automatically agreed. Confirmation of any amendments will be sent to the hirer in writing. If the hirer wishes to cancel the booking before the date of the event they must do so within 7 days of the event or full payment will be charged.

Minimum /Maximum Charges

The minimum / maximum charge for any hire of the premises is available on the 'Hire Charge Rates' form (see Appendix 2).

Monies

Online payments are preferable. If this is not possible cheques or cash are both acceptable. An official receipt will be issued if requested.

Over Running / Hours:

The hirer is responsible for any over running of an event. The hours of hire must include sufficient time for preparing for the event and for clearing and cleaning up afterwards. *In the event of this not being done to the satisfaction of the school, a charge will be made at the rate of £10.00 for each 15 minutes over the agreed finish time.* This is to cover the additional costs accrued and inconvenience caused.

One Off Hire

A 25% deposit is required to secure the booking. A further refundable cash deposit of £100.00 is required to cover breakages, which is payable along with the deposit. In the normal circumstances the refundable deposit will be returned within 48 hours subject to fair wear and tear. Cheques for hire must be made payable to 'Northgate Primary School'. Refundable cash deposits will be held by Northgate Primary School until after the function.

CANCELLATION

Cancellation by the Hirer

The Governing Body must be notified of any cancellation at the earliest possible opportunity. For one off/adhoc hirers where notification of cancellation is received less than 7 days prior to the date of the hire no refund will be given. If more than 7 days' notice is given, a full refund will be made.

Regular hirers however must give the school a month's notice should they wish to cancel the hire. Failure to do so will result in no refund being given. The school will consider refunds of hire for short notice cancellations, where the hirer has had to cancel due to an emergency or event out of their control, on an individual basis.

Cancellation by the School

The Governing Body reserves the right to cancel any hiring, (whether confirmed or not), without prior notice and without compensation or refund, if:

- It suspects that any of the terms and conditions of hire or use have been broken by the Hirer, or any person organising any function or event;

- Any conditions of this policy or those printed on the application form have been broken or are likely to be broken, by any person attending any function or event, or connected with the function or event in any way;
- Any breach of licensing conditions occurs.

The school also reserves the right to cancel a booking if:

- The premises are required by anybody or person having a statutory right to use them;
- The school is closed or becomes closed.
- The school requires the premises for a school event, in these circumstances a full refund will be given.
- The Governing Body will endeavour to notify the Hirer at the earliest possible opportunity, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will only be given a refund if entitled.

Please Note:

THE GOVERNING Body reserve the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or Bye election, in which case the hirer shall be entitled to a refund of any deposit already paid.

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Governing Body shall not be liable to the hirer for any resulting loss or damage whatsoever.



FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

Drills

Fire drills are carried out each half term and logged in the fire log book, located in the Site Managers Office. Staff are not warned in advance in order to maintain authenticity and reduce complacency. During a fire drill, Office Staff / Site Manager are to notify 'Custodian' (Southern Monitoring 0844 871 2223) when a practice evacuation is taking place.

Sounding of the Alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way to the fire exit, and make their way to the relative assembly point.

Roles and Responsibilities

The following persons have fire safety responsibility within the school:

Headteacher

The Headteacher will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place and all maintenance checks are carried out in line with Hertfordshire Health and Safety advice and that repairs are done immediately. The Headteacher (or Deputy Headteacher) and Chief Fire Warden (Site Manager) will liaise with the emergency services on their arrival. Depending upon the site of the fire the (HT or DHT) and Chief Fire Warden will meet the fire services on the car park.

Office Staff

In the event of a fire, Office Staff should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place.) Ensuring that they inform the Headteacher and Chief Fire Officer this has been done.

School Business Manager or in her absence Office staff will check:

- Visitor and Staff toilets by main entrance
- Deputy Head Office
- SENDCo Office
- Headteacher Office
- Hall and Hall Cupboard
- KS1 Toilets

Office staff will take out:

- School phone (eSchools will be used to notify parents/carers if required)
- Emergency Response Folder (PEEPs)
- Print out of Fire Drill Report
- Mobile tablets (visitors, staff and pupil signing in & out book)
- Gate keys and codes
- Emergency foil blankets
- Grab Bags

Teaching Staff

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the building in an emergency. In the event of a fire, teachers should put a high visibility jacket on if safe to do so.

They will also actively ensure that the means of escape in their classroom is never obstructed or blocked. Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. Designated Fire Wardens may need to walk the opposite way along corridors. **NO ONE** should stop to collect any belongings. All Doors and windows should be closed when exiting the school building if safe to do so.

Teaching staff should be aware of any child in their class that has a Personal Emergency Evacuation Plan (PEEP). These will be in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. The PEEP will clearly state what is to happen to those children. If a child or staff member has had to put a PEEP into action, this must be reported to the Chief Fire Warden.

Upon reaching the Fire Assembly Point, the staff member in charge of the class will use the classroom whiteboard to establish how many children are present and to check what children are missing. Any missing children or staff will be reported to the Chief Fire Warden detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the class is then to supervise the class and await further instructions from the Chief Fire Warden.

Under no circumstances is anyone to re-enter the building until the all clear is given.

Designated Fire Wardens

Designated Fire Wardens are members of staff who have received additional training in the evacuation of the premises and fire training.

The Designated Fire Wardens are:

<u>Name</u>	<u>Area</u>
<i>Catherine / Allison Boom</i>	<i>EYFS toilets and corridor.</i>
<i>Clare Leeks</i>	<i>LKS2 toilets and cloakroom area. Sensory room ICT suite</i>
<i>Katy</i>	<i>Library and toilets</i>
<i>Andrea / Katy</i>	<i>UKS2 toilets / cloakroom</i>
<i>Julie / Louise</i>	<i>Office area (including Deputy / Sendco / Head) Staff & Visitor Toilets Hall and hall cupboard KS1 Toilets (including Adult Toilet) and Cloakroom area</i>
<i>Karen</i>	<i>First point of contact for Fire Service Front of School</i>

The main responsibility of a Fire Warden is to be a 'Last Person' check on the main escape routes out of the building. Designated Fire Wardens will take a high visibility jacket from the nominated points (jackets are located in Nursery, Year 1 and 2 corridor, Year 3 and 4 corridor, outside Year 6 and in the staffroom) and make their way along the escape route ensuring the following: No-one goes back through the school. All classrooms are checked for people with a verbal shout, 'Anyone there?' and a visual inspection. Doors are not to be opened unless people are seen or heard on the other side. Ensure fire doors are closed. Ensure that any child with a PEEP is evacuated safely. Report anything suspicious to the Chief Fire Warden. They do not put their own safety in danger at any time. If in doubt, leave the building by the nearest exit. Upon leaving the building, the Designated Fire wardens will ensure the outside doors are closed and report immediately to the Chief Fire Warden that the route has been checked and anything observed.

Chief Fire Warden (CFW)

The Chief Fire Warden at Northgate Primary School will be the Site Manager, unless they are absent. In this case, a Chief Fire Warden will be nominated during a scheduled practice and in the event of a fire. The role of the CFW is to co-ordinate the Designated Fire Wardens.

All Other Staff

All other adults will cooperate in the emergency procedures in event of a fire.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

Ladybirds (Onsite Provision)

During school hours Ladybirds will follow Northgate Fire Procedures. Ladybirds will be responsible for their own child and staff registers.

What Staff Should do if They Discover a Fire

Staff should break the nearest break glass point on their way out of the building and report the location of the fire to a Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to

use firefighting equipment safely. Staff should evacuate the building by the nearest available fire exit. Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the Headteacher or Fire Officers.

What Children or Visitors Should do if They Discover a Fire

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit. Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the Evacuation of the Premises Should be Carried Out

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways. Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult. Staff will need to collect the attendance whiteboards from by the door, attached on which is the top gate key if required. Staff should close the door behind them on leaving the room. Staff and children should move quickly and quietly but do not run.

Evacuation Exits and Assembly Points

Area	Main exit	Assembly Point
Nursery	Nursery Door	KS1 Playground
Reception	Classroom Doors	KS1 Playground
Year 1	Classroom Doors	KS1 Playground
Year 2	Classroom Doors	KS2 Playground
Year 3	Classroom Doors	KS2 Playground
Year 4	Classroom Doors	KS2 Playground
Year 5	Classroom Doors	KS2 Playground
Year 6	Classroom Doors	KS2 Playground
Library	Library door	As per Year Group
Computer Suite	Fire Exit	As per Year Group
Hall	Exits marked	As per Year Group
Kitchen Staff	Side kitchen door	Designated Gazebo
Staff Room	Through classes 5/6	As per Year Group
Office	Main entrance	Adjacent to Gazebo
Ladybirds	Own entrance	KS1 Playground
Visitors and other staff	Nearest exit	Designated Gazebo

Assemblies

There will be 3 adults in the hall with the children at all times. Adults working in class bases in assembly time, will leave via nearest exit. Pupils in wheel chairs will exit via the main entrance at the front of school. This will be considered when pupils are situated in the hall.

If the designated exit is blocked by the fire, you will need to use the nearest exit.

All children to line up, staff to count and check pupils present. All children, staff and visitors will go immediately to the assembly points and children should join their class line.

Fire Evacuation Plan – Lunchtimes

For health and safety reasons, it is imperative that children are never left alone in the classes, quiet rooms or library during lunchtime. All staff including the Midday Supervisors (MSA) should be extremely vigilant during lunchtimes in ensuring children are not in the classes, quiet rooms or library without an adult present. If an evacuation is needed at lunchtime, a Designated Fire Warden will go onto the playgrounds, sound a whistle and call 'Emergency Evacuation!' Upon which the MSA will assemble their classes at the designated assembly points. In the absence of the teaching staff, MSA should take responsibility for the roll call and counting the children.

Dry Lunchtimes

MSA to assemble their class at designated assembly points on the playground. If there are children in the hall, the designated members of staff on duty will take responsibility for evacuating the children via the hall fire exits. Staff in the building or class bases will check toilets, computer suite / library, cloakrooms and class bases on their way out of the building.

Wet Lunchtimes

MSA and pupils to leave through designated exits and assemble at the designated assembly points within this plan.

Key Escape Routes

All areas have direct escape routes to assembly points on either the rear playing field or front of school. If necessary pupils and staff can further be evacuated from the site via Grailands (Bomb threats/gas leaks). Keys to the gate are held by Fire Wardens, Site Manager and attached to all attendance whiteboards in classrooms.

Fire exit signs are posted on all exits.

All exits are kept unlocked and clear of obstructions.

There is emergency lighting on key routes throughout the building. These are tested monthly and a full serviced is carried out annually.

Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly

The main fire alarm panel is situated on the wall beside the main entrance doors. **This is serviced annually.**

Fire Fighting Equipment

There are a variety of fire extinguishers CO2, Water and foam throughout the building. These are checked weekly and serviced annually.

Assembly Points

- Main Playground
- Rear Sports Field

Fire Risk Assessments

Risk assessments are carried out annually.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher. The SENDCo will have responsibility for completing these as and when required.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this

Receiving a Bomb Threat Guidance

Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However, this disruption can be minimised if the recipient of the threat knows how to handle it.

Telephone Threat

Most bomb threats are delivered by telephone because the caller:

1. Knows or believes an explosive or incendiary device had been or will be placed and wants to minimise personal injuries and/or property damage; OR
2. Wants to disrupt normal activities by creating anxiety and panic

EVERY THREAT MUST BE TAKEN SERIOUSLY AND DEALT WITH IN SUCH A WAY AS NOT TO CREATE PANIC

Record everything being said, especially the exact wording of the threat. Any background noise may help identify the source of the call and it is also important to try and extract as much information as possible about the type, size and location of the device. In addition the recipient should indicate to the caller that the building is occupied and the detonation of the bomb could result in the death or serious injury of many innocent people.

Written Threat

If a written threat is received all materials, including envelopes and containers, must be saved. Contact with these materials should be minimised. Excessive handling might destroy valuable fingerprint evidence. Handle as little as possible.

CONCLUSION

No solution can be offered to eliminate either bomb threats or planted bombs so organisations need to implement both good physical security and comprehensive bomb threat response plan.

1. SCHOOL HALL / OUTSIDE AREAS

Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 7.45am to 8.45am / 3.30pm and 6.00pm:

Hourly Rate - £10

Termly charge for use of equipment i.e. gym mats or other equipment - £10

Charges for weekdays after 6.00pm during term times

Charges for weekdays after 6.00pm are an hourly rate based on recommended amounts for caretaking and energy costs.

The current hourly rate is £15.00 per hour. (Maximum cost £75 per evening)

Charges for holidays and weekends

Charges for holidays and weekends are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour (Maximum cost £100 per day)

Holiday Club providers who provide childcare opportunities to parents and run for an entire week or more will be charged £85.00 per day. Such Hirers must be key holders and responsible for unlocking / locking up and cleaning of their areas.

Evening and Weekend hire is subject to the agreement of the Headteacher

NB. Charges do not include unlocking or locking, if the caretaker is required an additional cost of £20.00 will be required. Rates apply to normal conditions of cleaning. We reserve the right to make an additional charge if there is extra work to be done.

2. DINING ROOM

Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £8

Charges for weekdays after 6.00pm during term times

Charges for weekdays after 6.00pm are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £10.00 per hour. (Maximum cost £50 per evening)

Charges for holidays and weekends

Charges for holidays and weekends are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £10.00 per hour (Maximum cost £80 per day)

3. KITCHEN

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

(A) To serve beverages £20 *(No charge if booked in conjunction with the Main Hall or Dining Room)*

(B) To serve light meals *(see note 1) £25 *(One off charge when booked in conjunction with the Main Hall or Dining Room)*

(C) To serve main meal *(see note 1) £60 *(One off charge when booked in conjunction with the Main Hall or Dining Room)*

- The kitchen must be left clean and tidy.
- No kitchen equipment may be used without express permission from the school.
- No children are permitted in the kitchen.

**note 1: The hirer must obtain guidance from the School Caterer prior to the hiring.*

4. LIBRARY

NB: Hire charges include the use of the small kitchen

Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £10

Whiteboards etc may only be used by prior arrangement. Termly charge for use of electrical equipment i.e. laptops/computers etc - £20

Charges for weekdays after 6.00pm during term times

Charges for weekdays after 6.00pm are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour. (Maximum cost £60 per evening)

Charges for holidays and weekends

Charges for holidays and weekends are an hourly rate based on recommended amounts for caretaking and energy costs.

The hourly rate is £15.00 per hour (Maximum cost £100 per day)

5. CLASSROOMS

Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £8

Whiteboards etc may only be used by prior arrangement. Termly charge for use of electrical equipment i.e. laptops/computers etc - £20

It is a condition for the hire of classroom to ensure that all whiteboards and computers are shut down and where applicable locked away, leaving the room clean and tidy.

6. ICT SUITE

Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 3.30pm and 6.00pm:

Hourly Rate - £10

Whiteboards etc may only be used by prior arrangement. Termly charge for use of electrical equipment i.e. laptops/computers etc - £20

It is a condition for the hire of classroom to ensure that all whiteboards and computers are shut down and where applicable locked away, leaving the room clean and tidy.

7. GROUP / 1:1 ROOMS (Music Lessons)

Charges for weekdays, term time only

Availability is Monday to Friday between the hours of 3.15pm and 6.00pm:

Hourly Rate - £5

It is a condition for the hire of group rooms to ensure that all equipment / furniture (if moved) is returned to its original position and the room is left clean and tidy with any rubbish removed.

Hourly rates are for a full hour or part thereof. If the part hour is less than 30 minutes then the additional charge will be for 50% of the hourly rate.

The Governing Body review these charges on an annual basis. Hirers will be notified, at least, one term in advance of any changes to the above rates.

The Governing Body retains the right to allocate the status of Free Let or discounted hire rates to certain organisations as they see fit.

All hirers (free or chargeable) must complete a Hirer's Agreement (Appendix 2) and adhere to the terms and conditions stated within. Hirer's must also complete a Hirer's Checklist (Appendix 3) and sign and return an LT01 Form (Appendix 4) before hiring can commence

Evening and Weekend hire is subject to the agreement of the Headteacher



HIRING PREMISES MANAGEMENT AGREEMENT

It is agreed by both parties this Hiring Management Agreement is put in place to ensure the smooth running of the whole site. Both parties duly agree to abide by the provisions detailed below.

This agreement is made on **DATE** and will be valid for **XX** Months unless terminated before **DATE (End date)**

Agreement between:

**Northgate Primary School, Cricketfield Lane, Bishop's Stortford, Herts. CM23 2RL.
Tel: 01279 652376, Email: admin@northgate.herts.sch.uk**

Hirer, address, contact details

1. Use of Premises

- Access (as stated on LT01 Form)
- Security of premises (keys & alarms to be discussed with Site Manager if this is a requirement)
- Hours of usage (as stated on LT01 Form)
- Cleaning – All hirers must ensure that the premises are left clean and tidy and all rubbish must be removed from site
- Equipment (the Northgate Primary Schools equipment can only be used by prior agreement and a charge may be levied for this)
- Car Parking (No parking on site. Parking bays outside the Northgate Primary School have a 4 hour time limit)
- Food & Drink – No alcohol must be sold or consumed on the premises without the relevant licences being in place

Rates and Charges

- Hourly / Day rate (as stated in Appendix 2 of the Hirings Policy)
- Free of charge – Any concessions will be by prior agreement with the Property Committee of the Governing Body
- What this does and doesn't include (see below)

HIRING TERMS AND CONDITIONS

2. Premises

- 2.1 Users of the premises must remember that the building is primarily intended for other use and much trouble and work will be saved if premises are treated with care and respect.
- 2.2 Documents and equipment should not be touched and furniture moved only when necessary and replaced in its original position unless otherwise directed.
- 2.3 The Hirer is to confine his/her activities to the accommodation hired and is not to use any other part of the building except as is necessary for access purposes.
- 2.4 At the end of the hire it is the Hirer's responsibility to leave the accommodation in a satisfactory condition and to move the furniture back to its original position or to such a place as will facilitate cleaning. Failure to do this may result in an extra charge for the additional time spent cleaning.
- 2.5 Hirers must not use any equipment or rooms not agreed (see LT01 Form), unless the request has been agreed to *in writing* at least 7 days in advance of the hire, by Northgate Primary School.
- 2.6 The minimum hiring period shall be 45 minutes.
- 2.7 Consideration must be given to local residents with regard to noise and car parking
- 2.8 Any hirings may be subject to a trial period of half a Northgate Primary School term.
- 2.9 All hirers must provide the school with a full register of all children attending with full names and dates of attendance before the first session. The school will only use this information to ensure that the correct children attend the club that they have registered for and not for any other use. The registers will be stored in the Hirer's file in the school office. Registers will be destroyed at the end of each academic year.
- 2.10 Hirers must ensure that they have adequate first aid training, as the school cannot ensure that first aiders will always be available. THIS IS THE HIRERS RESPONSIBILITY!
- 2.11 While children are on the premises, hirers must not use mobile phones. Under no circumstances must hirers use personal digital equipment, such as mobile phones and cameras, to record images of pupils.

3. Financial Arrangements

- 3.1 Northgate Primary School will set the charge within the following principle:
- 3.2 Hirings will include the cost of the Site Manager's attendance, heating & lighting, wear & tear and administration.

- 3.3 Payment is made in advance of the hire period.
- 3.4 VAT will be charged as required, in accordance with VAT rules.
- 3.5 Hirers will be given a minimum of 1 month's written notice of Northgate Primary School intent to increase the hiring charge.
- 3.6 Charges will be reviewed annually.

4. Insurance

- 4.1 All hirers must provide an original insurance cover note, which demonstrates Public Liability Cover for a minimum of £5,000,000. This document must be sent to Northgate Primary School before this agreement is signed.

5. Regulations

- 5.1 All persons hiring/using the premises will be expected to conform to relevant Health & Safety regulations and will be required to follow the instructions of the Site Manager, or his representative, at all times.
- 5.2 Smoking is not allowed on site at any time.
- 5.3 A representative of the organisation utilising the premises must complete a risk assessment form for the activity to be carried out and return it to Northgate Primary School. The risk assessment form must state the maximum number of people who will be on site.

6. Termination

- 6.1 The termination notice period for a single event will be 14 days, and 28 days for a regular booking. In the event of breach of agreement, Northgate Primary School reserves the right to terminate the agreement with immediate effect.

7. Staffing

- 7.1 Where the premises is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by [The Safeguarding Vulnerable Groups Act 2006](#) and any subsequent Acts pertinent to the service provided.
- 7.2 Hirers must provide Northgate Primary School with DBS (Disclosure and Barring Service) checks carried out on all staff. This must be produced on headed / company paperwork stating full name, date of check and DBS number. Failure to provide this information will result in the hire agreement being terminated immediately (where the times of hire involve children on the premises).
- 7.3 The qualifications of staff, management and volunteers shall meet the minimum legal requirements and suitable for the services to be delivered.

7.4 If the Service involves the care of children as defined by Ofsted Regulations, then the qualifications of staff and managers shall be subject to the National Childcare Standards currently prevailing.

8. Monitoring

8.1 Both parties under this Hiring Agreement will meet on a regular basis to maintain a dialogue and communication channels to ensure that any problem or complaint is addressed at the appropriate level at the earliest opportunity.

8.2 The Northgate Primary School shall be responsible for initiating formal procedures to deal with complaints that are of a serious nature utilising the Northgate Primary Schools existing disciplinary and grievance procedures.

9. Disputes

9.1 If a dispute arises between the parties of this Hiring Agreement every effort will be made to achieve a local resolution. If unsuccessful, disputes should be referred progressively through senior levels of management.

10. Complaints Policy

10.1 The hirer must communicate its complaints procedure to all service users.

11. General Terms

11.1 Northgate Primary School must be first consulted before the name of the building is used on any promotional/marketing/advertising material, related to the hiring.

12. Signatures

We agreed to the terms and conditions above:

.....
NAME
Northgate Primary School

DATE

.....
NAME
Hirer

DATE



Hirers Check List:

Required Policies and Documents:

Please provide a copy of all the following policies:

Policy / Document	Enclosed Yes/No
Complaints Procedure	
Events & Notifications (if applicable)	
Health and Safety Policy/Procedures	
First Aid Certificate	
Risk Assessments (if applicable)	
DBS Documents	
Safeguarding and Child Protection Policy	
Child Protection Training Certificates	
Disclosure by Association Form (from school)	
Whistleblowing Procedure (if applicable)	

Insurance

Please provide a copy of all relevant insurance certificates and schedules:

Insurance requirement	Enclosed Yes/No
General Public Liability – minimum of £5 million for any one claim	



APPLICATION TO HIRE ACCOMMODATION AND/OR SERVICES (LT01)

NOTE:

- (1) Submit applications to the Headteacher at least 14 days in advance of hiring.
- (2) Use a separate form for each date unless the accommodation required is the same.
- (3) Please complete form in BLOCK LETTERS.

PREMISES: Northgate Primary School

SCHOOL NO: 206

FULL NAME OF ORGANISATION: _____

NATURE OF FUNCTION: _____

DATE(S) REQUIRED: _____

Please read 'Hirings Agreement' - T6

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
<u>Accommodation</u>									
School Hall									
Group Room									
Classroom(s)									
Dining Room									
Kitchen									
- beverages/washing up									
- meals									
Changing Room/Toilets									
Outdoor Classroom									
Playground									
Playing Fields									
<u>SERVICES</u>									
Stage Lighting									
Amplifying Equipment									
Piano									
Computer Equipment									
Other Equipment if available									
* PUBLIC LIABILITY INSURANCE						CHARGE PER OCCASION			
The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice <u>prior</u> to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a charge will be made.						*HIRER INSURANCE FEE			
No hiring should take place without this insurance cover arranged either by the Hirer or through the school.						TOTAL VAT			
						TOTAL CHARGE			
						DEPOSIT REQUIRED			

N.B. if any of the above services are to be used, the Head must be satisfied that a competent operator and/or electrician is in charge before such use commences. An extra charge is made for these services.

I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER) _____ NAME _____

ADDRESS _____

DATE _____ CONTACT TELEPHONE NO. _____

NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:-

FOR OFFICE USE

AUTHORISATION OF HIRE signed _____ DATE _____

DATE RENDERED _____ A/C No. _____