

Through God's grace, a community growing in knowledge and understanding.



Lettings Policy

St. Laurence Catholic Primary School

- 1 The school's prime function is to provide for the education of its pupils. Lettings must not be detrimental to this. The School buildings may be used for lettings outside those required for the School and PTFA. As a church school, priority will be given to those from the church community.
- 2 All outside lettings will be at the discretion of the Headteacher and in his/her absence the Deputy Headteacher. The Site manager's time is taken into account for regular lettings.
- 3 **Booking Priority order and cost.**
 1. St Laurence School and PTFA - No Charge
 2. St. Laurence Church for Sunday Mass - Annual charge set by Headteacher/Governors and reviewed annually.
(No School Mass during August for cleaning and maintenance of the school.)
- 4 It is not School policy to let the School for weddings or parties.
- 5 **Use of Electrical Equipment** All electrical equipment must be PAT tested and labelled as such within the last 12 months, to comply with the LA policy to protect the School's supply and circuit. If not PAT tested, equipment should not be used. If in doubt, the Headteacher or Site Manager should be contacted.
- 6 **Health and Safety**

No article of an inflammable or explosive nature or any article producing an offensive smell, no oil, electric gas or other engine shall be brought onto the premises. Those responsible for hiring the School must sign the Fire Assessment Statement, and return this to the School office prior to use. This statement acknowledges a commitment to follow the correct procedure in case of fire and emergency.

On arrival, hirers must read emergency notices, check exits and know the correct procedures for evacuation.
- 7 **No Smoking Policy:** Smoking is not permitted.

There is a No Smoking Policy for St Laurence School; this includes no smoking in the building, grounds or cars in the car park.
- 8 The Hirer shall be responsible for the maintenance of good order and behaviour during the hiring.
- 9 It is the duty of the person providing entertainment for children or young persons to ensure that there is appropriate supervision. Where any children are involved without their parents the Hirer is responsible for ensuring that some of the adults in charge have

received appropriate Child Protection training and have been CRB/DBS vetted where required. The Hirer must take all reasonable precautions for the safety of the children.

- 10 If there is damage or theft of school property the Hirer shall repay the Governors on demand any additional costs incurred in reinstatement.
- 11 The Governing Body shall not be responsible for goods, materials, clothing etc. brought into or left in the building or grounds.
- 12 Premises shall not be used for any unlawful purpose.
- 13 The Headteacher, Site Manager, Governor or other person authorised by them shall, in pursuance of their official duties, have free access to the premises.
- 14 If a charge is to be made by the Hirer for admission, and musical works are to be performed vocally, instrumentally or mechanically, then the Hirer shall obtain relevant permission from the appropriate licensing body.
- 15 All Hirers must carry sufficient Third Party Liability Insurance to Satisfy the Local Authority or be included on the school's hirer's liability insurance termly.

Fire and Safety Precautions

In the event of a fire the first duty of all concerned is to prevent injury or loss of life. The person in charge is responsible for calling the fire brigade when the alarm sounds. In the event of a fire or the fire alarm sounding, everyone should leave the building, ensuring that all doors are closed behind them. Once outside, a check should be made to ensure that all persons are present. The officer in charge of the fire brigade should be met on arrival and informed whether or not all persons have been safely evacuated.

In the event of a fire, there may be an opportunity to quench it using the nearest fire extinguisher, but fire fighting must always be secondary to safety of life.

Before use of the premises the member of staff responsible for the letting, usually the Site Manager will ensure that:

- 1 The Hirer should familiar with the layout of the building, first aid kit, escape routes, fire alarms, fire fighting equipment and emergency drill to ensure the safe evacuation of the building.
- 2 Escape routes are unlocked and unobstructed internally and externally and that all doors open easily and immediately from the inside.
- 3 Safety lighting is working satisfactorily.
- 4 Seating and gangways are arranged in accordance with safety rules.
- 5 Fire fighting equipment is available for immediate use.
- 6 That the Hirer has received a copy of this Policy and signed the Lettings Agreement.

Policy rewritten 2010. Adopted by FGB 4/5/10

This policy has undergone and Equality Impact Assessment

Reviewed and updated 4th March 2015

Next Review March 2018

Policy Date 4th March 2015



EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:		
	• Age (for policies affecting staff)	N	
	• Disability	N	
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)	N	
	• Sexual orientation	N	
	• Religion or belief	N	
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	N	
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

Equality Impact Assessment carried out by: Premises Health & Safety Committee

Date: 2012 reviewed 2nd July 2013 & 4th March 2015