



**ASHFIELD  
SCHOOL**

# LETTINGS POLICY

**Date of issue:** 01/06/2022

**ASHFIELD SCHOOL** Ambition | Teamwork | Honesty



It is the **ASHFIELD SCHOOL POLICY** that all persons who hire / have the use of school premises i.e. buildings and grounds, at all times, comply with the necessary Health and Safety policies and procedures and where appropriate the relevant safe working practices and risk assessments; Terms and Conditions of Hire and that they also complete a Booking Form / Hirer Agreement Code of Conduct as appropriate.

Overall **responsibility** for **HEALTH AND SAFETY WITHIN THE SCHOOL** and for **LETTINGS** is that of the **HEAD TEACHER** as delegated by the **ASHFIELD SCHOOL GOVERNORS**.

The **SCHOOL BUSINESS MANAGER** is responsible to the **HEAD TEACHER** (or his nominated **DEPUTY**) for **coordinating** the **operational management** of the health, safety and welfare functions of the school including **LETTINGS** and for reporting any problems associated with that responsibility directly to the **HEAD TEACHER** (or his nominated Deputy).

**Day to day responsibility** for Health and Safety for Lettings is delegated to a designated manager who is responsible to the **SCHOOL BUSINESS MANAGER / HEAD TEACHER**.

**THE SCHOOL BUSINESS MANAGER (through the Health and Safety Manager) will:**

- ensure that all hirers are made aware of the school Health and Safety policy, procedures and arrangements;
- ensure that school safety and health (Inc. Fire) provisions are understood and adhered to by all hirer;
- ensure that training, instruction and information is provided as required for hirers;
- ensure that the procurement, servicing and maintenance of equipment and articles for use by hirers are adequate and suitable for their intended purpose, and that procedures exist for defective / dangerous equipment to be repaired, or made safe, as soon as possible after it has been reported;
- ensure that high standards of housekeeping are maintained;
- carry out periodic safety inspections of the premises to identify hazards associated with its use, and to give a written report of their findings to the Head Teacher at least once in every year.

## THE HIRER

A **HIRER** will not be allowed to use any of the **Facilities** until they have completed a **Booking Form / Terms and conditions of Hire / Hirer Agreement Code of Conduct Form**;

**ALL HIRERS MUST ENSURE THAT:**

- they are familiar with **ASHFIELD SCHOOL** Health and Safety Policies and Procedures; Safe Working Practices and RAs as appropriate;
- they are aware of and comply with **ASHFIELD SCHOOL** Fire Procedures;
- they report all health, safety and welfare concerns to the designated **MANAGER** or his / her designated **DEPUTY**;
- they have made adequate first aid arrangements;
- safe working procedures are identified and established;
- injuries, occupational disease or dangerous occurrences are promptly reported as legally required and to the **HEALTH AND SAFETY MANAGER**. The **HIRER** / their users should also assist the **HEALTH AND SAFETY MANAGER** with any investigations relating to an incident which gives cause for concern, whether it results in injury or not, to enable immediately investigated;
- all activities are risk assessed;
- equipment and machinery, that they might provide is appropriately and regularly maintained in line with manufacturer's instructions;
- all policies, procedures and practices are regularly monitored and reviewed and that changes are notified to the appropriate **MANAGER** and that all of the above are recorded and copies forwarded to the **HEALTH and SAFETY MANAGER** for verification and future reference;
- high standards of housekeeping are maintained;
- an inspection of the facilities they intend to use is undertaken before they use them;
- no-one interferes with anything provided to safeguard their health, safety and welfare at work;



- they take reasonable care of their own health and safety, that of all others who may be affected by their activities whilst at work;
- they consult with the **ASHFIELD SCHOOL** management, when requested, on health and safety issues and suggest improved methods of working whenever possible;
- they use the correct tools and equipment for the task and ensure that users in their employ do the same;
- they wear personal protective equipment and clothing provided for health and safety reasons;
- any defective or damaged equipment is reported to the designated **MANAGER** or his / her deputy and not used whilst in an unfit state.

## General Data Protection Regulation

All data within this policy will be processed in line with the requirements and protections set out in the General Data Protection Regulation.

