

## **Academy Lettings Guidance**

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# **LETTINGS GUIDANCE**

## **Introduction**

Academy premises may be let out to provide a source of income. The aim of this document is to provide guidance and information on such lettings to ensure safety in operation and development of appropriate contracts.

## **Letting of Academy premises:**

Provided that there is no interruption to, or curtailment of the Academy day, part of the Academy buildings and grounds may be let to outside hirers at the end of the Academy day, weekends and during the Academy holidays in order to:-

- Raise income for the Academy
- Integrate the Academy into the local community
- Provide facilities to the needs of local individuals, groups and organisations

It is important that the Academy does all it can to ensure that those hiring the premises are competent and safe to do so.

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## **1. Caretakers' Duties**

(For the purpose of these notes, the word 'caretaker' refers to any individual employee who undertakes lettings duties).

### **Before the letting**

- The letting clerk must be satisfied that approval for the letting has been given by the Headteacher and that the relevant lettings application form has been completed by the hirer.
- The accommodation requested must be made available to the hirer, at the time agreed. If chairs have been requested, these too made ready for use, unless it has been agreed with the hirer that they will set out and put away the chairs themselves.
- The caretaker should check the accommodation to ensure that there is no damage/theft to the accommodation/equipment prior to the letting taking place.
- Unless prior agreement has been reached, hirers will not generally be allowed to enter the premises before the stipulated time. If such agreements have been made, the caretaker should note the exact time of entry.

### **During the letting**

- The caretaker is not required to remain on site for the duration of the letting, unless prior approval from the Head of the establishment has been sought.

### **After the letting**

- The caretaker must ensure that the facilities have been left in a clean and tidy state by the hirer, ready for use by the establishment. Should the premises not be left in a satisfactory state by the hirer, then the caretaker may claim additional cleaning time, the cost of which will be passed on to the hirer.

- The caretaker should ensure that all lights are switched off, windows/doors locked, the premises are totally vacated and secure (including the activation of security systems, where appropriate) after the letting. The caretaker should also check the establishment accommodation/equipment again to ensure that no theft/damage has occurred during the letting.
- If the hirer is still on the premises beyond the stipulated expiry time of the letting. The caretaker may claim up to the actual time the hirer vacated the premises.
- The caretaker must also ensure that the premises were used by the stipulated hirer and that sub-letting of the premises has not occurred.
- Claims for payment to caretakers for lettings' duties must be submitted on a monthly basis.

### **Cancellation**

- **At least 3 clear days written notice** for the cancellation of a single booking and **at least 1 month written notice** for the cancellation of a regular booking.
- If a cancellation is made without adequate notice, charges for the letting will be charged as usual and any subsequent costs will be passed on to the hirer. Such incidents must be brought to the attention of the Headteacher immediately.

## **2. Security:**

- It is essential that the security of the Academy is not compromised.
- The Academy caretaker should open the premises and secure them at the end of the letting – such duties can be incorporated into normal duties or, if outside normal working hours, standard letting charge can be made.
- On no account should keys be handed to a non-Academy employees or information relating to the Academy security system divulged.
- If the terms and conditions recommended by the Academy have been used and something has been stolen or damaged, legally there should be no difficulty, as the user will have indemnified the Academy against loss – The Academy has the right to ask to see the indemnified policy of the users and may wish to insist on a returnable deposit.
- The Academy should consider taking out optional contents insurance cover – while such insurance should be considered in respect of any risk of theft or vandalism of contents, it is particularly relevant if there is frequent access to the Academy for community use.

## **3. Health & Safety**

The requirements of the Health & Safety at Work Act 1974, and other legislation including in particular the Management of Health & Safety at Work Regulations 1999 and Occupiers Liability Acts 1957 and 1984 apply to lettings. It is important that anyone hiring premises is made aware of this and of any relevant sections of the local health & safety policy and agree to comply with any safety and security requirements therein, and the standard terms and conditions of use are adhered to.

The premises itself, the access and egress there from, and any plant or equipment must be safe for use by the hirers. Comprehensive risk assessments should be carried out and an adequate health & safety policy prepared:

Before the facilities are let steps must be taken to ensure that:

- Escape routes are unlocked and unobstructed internally and externally and all doors are easily, and immediately, operable from the inside.
- Safety lighting is in good working order
- Seating and gangways are arranged so as to allow sufficient space to escape in the event of an emergency
- Fire fighting equipment is properly maintained and available for immediate use
- There is access to a telephone and first aid equipment
- The hirer and Academy are covered adequately by insurance.
- The hirer is aware of the procedure to follow in the event of a fire.
- A Public Entertainments Licence is in place for regular social activities which involve fee paying events
- It is strongly recommended that Academy PE or other equipment is not used for non-Academy use.

#### 4. Hall Capacity

Lord Scudamore Academy		
Infant Hall	-	200
Junior Hall	-	400
Sutton Primary Academy Hall	-	220
Kings Cople Academy	-	120
Canon Pyon Academy	-	160
Llangrove Academy	-	200

It is vital that you know the capacity of the Academy hall and how many people can be accommodated safely and legally in the Academy hall and/or classroom so that users can escape safely in the event of an emergency. It is the responsibility of the hirer to check with the local Fire Safety Department of Hereford and Worcester Fire and Rescue Service, in relation to the maximum number of occupants within the Hall/Room. This number will depend upon the construction of the building, the number of fire exit doors and the use of the room i.e. all seated in rows, seated around tables, standing etc for that use.

Guidance on calculating the numbers, and staff numbers can be found within:

<http://www.communities.gov.uk/publications/fire/firesafetyrisk7>

After the let steps must be taken to ensure:

- All electrical appliances and lights are switched off
- All doors and windows are closed, and the premises left secure

The person responsible for these steps should be clearly identified in the Academy Health & Safety Policy.

## **5. Drug / Alcohol Abuse and Anti Social Behaviour**

All persons found to be under the influence of drugs and/or alcohol should be asked to leave the premises, and if necessary escorted off the site by the most senior person available. It is important that no one places themselves at risk when dealing with disruptive or threatening behaviour. In all such cases the police should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider

## **6. Parking**

Arrangements for parking during the let should be agreed in advance to ensure that good access and egress is maintained for emergency services and that there is no damage to Academy/property grounds.

## **7. Emergencies**

It is vital that anyone hiring an Academy premises knows what to do in an emergency. A detailed set of emergency operating procedures must be developed, tailored to the Academy premises. The hirer must be provided with a set of these, and a record kept that they have received and understood the procedures and the relevant sections of the health and safety policy.

## **8. First Aid Provision**

There must be a first aid box available. The contents should be checked frequently and replaced as necessary by the person identified as responsible. Please note that first aid does not cover the administration of medicine. A checklist is available to use to give the hirer details. (see Appendix 1)

## **9. Guidance for the Use of Kitchen Facilities**

It is the discretion of the Head Teacher and Academy Governors to authorise the use and occupation of educational premises inside and outside the Academy's standard hours of instruction. Should a Academy's kitchen and dining room furniture be required for use of a letting or other purpose then the Academy must notify the Authorised Officer.

It is advisable that kitchens and dining room furniture are preserved for the production of Academy meals only and ideally should not be let for other uses or events. Catering staff are

responsible for the condition of kitchens and dining room furniture. It is for this reason that the use of kitchen facilities may be restricted particularly if the Academy has not taken all necessary steps to manage all risks and ensure health and safety.

Any Academy wishing to use their kitchen facilities and/or dining room furniture for an event other than the provision of Academy meals must comply with the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006 and Regulation (EC) No.852/2004 and other relevant legislation and codes of practice.

It is advised that in the first instance the Academy approach the incumbent Academy meal contractor to provide all additional catering needs under separate agreement. The Authorised Officer must be informed of all intentions to use kitchens facilities.

If the Academy meals contractor reports to the Authorised Officer that the kitchen has not been left in a clean and tidy condition a charge will be levied by the Authorised Officer to cover the extra costs for any remedial action.

If this is not a suitable option then the Academy must establish and maintain all the necessary safeguards which will of course vary according to the type of event as described in the following table.

Type of Event	Scope of Use	Guidance
PTFA/Friends of Academy Meetings	<ul style="list-style-type: none"> <li>• Restricted use of the kitchen for the making of hot and cold liquid refreshments.</li> <li>• Use of the servery hatch area, power point and sink for washing up.</li> <li>• No kitchen equipment to be used in the preparation of food.</li> </ul>	<ul style="list-style-type: none"> <li>• The kitchen must be left clean and tidy condition otherwise the Academy may be subject to charges for additional cleaning.</li> <li>• Sico dining room furniture should not be removed from the dining area. The equipment is under service contract and therefore is subject to correct use only.</li> </ul>
Breakfast Clubs, After Academy Clubs	<ul style="list-style-type: none"> <li>• Use of kitchen equipment will be limited to prevent damage and cross contamination.</li> <li>• Ovens, gas/electric rings used for cooking may be used.</li> <li>• Use of the servery hatch area, power point and sink for washing up.</li> <li>• Dining room furniture.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform Authorised Officer about the intended use.</li> <li>• Consider asking for a member of the Academy meals catering staff to be on duty for the whole period of use to safeguard the Contractor's interests and supervise the use of equipment.</li> <li>• The hirer should be charged for this attendance. The member of staff is not required to work for the hirer.</li> <li>• Establish Food Safety Systems to identify hazards and carry out risk assessments.</li> <li>• Put in place effective controls and monitoring procedures to prevent hazards and risks.</li> <li>• Contact local Environmental Health Officer for further advice on establishing food safety systems.</li> <li>• Email - <a href="mailto:Food.Safety@bexley.gov.uk">Food.Safety@bexley.gov.uk</a></li> <li>• Provide separate:</li> </ul>

		<ul style="list-style-type: none"> <li>○ Fridge/freezer</li> <li>○ Larder/storage cupboards</li> <li>○ Microwave</li> <li>○ Food stuffs</li> <li>○ Cleaning materials</li> </ul> <ul style="list-style-type: none"> <li>• Ensure all catering staff are trained in basic food handling, use of equipment, stock control and cleaning, Health &amp; Safety</li> <li>• Obtain adequate insurance cover for liability against third party claims.</li> <li>• Ensure the security of the Academy meal Contractor's existing stock levels.</li> </ul>
External Hire: Clubs, Organisations & Private Parties or Functions		<p>All the above apply.</p> <ul style="list-style-type: none"> <li>• Ensure Hirers have public liability insurance for not less than £5 million cover.</li> <li>• Charging policy which should include an element for the use of gas electricity water including VAT</li> <li>• Returnable deposit to cover additional costs for cleaning the kitchen or dealing with damaged equipment or kitchen fabric.</li> </ul>

## 11. Insurance

Academys are reminded that organisations such as Academy P.T.A / Friends Associations, etc are NOT covered automatically for their activities by the Academy's insurance. As in the case of any other hirer, therefore, Academy PTA's / Friends' Association must have their own policy cover.

Should the hirer confirm that they have their own public liability insurance the Academy should request a copy of the policy schedule in order to confirm the limit of indemnity and that the policy will be in force during the period of hire.

### **IMPORTANT**

Where the hiring organisation is unable to confirm that it has its own public liability insurance cover at a minimum level of £3million, it is a requirement that the hirer should be covered by the Academy's policy for hirers. The premium of 20% of the hiring fee, with a minimum charge of £2, must be paid with the hiring fee, and there will therefore be no cost to the school. The policy covers the hirer's public liability to a limit of £1million and has an excess per incident of £500 for which the hirer is directly responsible.

## 12. Charges

Under the delegated arrangements, the Academy decides its own charging levels.

The Academy should calculate the charges for each letting and let the hirer know the charges to be made in each case when the booking is confirmed.

When deciding the amount to charge the Academy should consider heating, lighting, caretaking, maintenance, and repair cost plus any administrative costs eg. stationery and postage, etc.

**It is important to obtain payment for the hiring at the time the booking is made, whenever possible.** This will avoid the need for the chasing of debts, which can be very time consuming (and sometimes unsuccessful)

The original copy of the application/invoice should be retained as the Academy's record of the letting. A photocopy of the application/invoice form should be returned to the applicant, as confirmation of the booking, along with a copy of the terms and conditions of hiring, for retention.

If there are circumstances in which payment is not received before the hiring, the second copy of the application form must still be passed to the hirer as confirmation of the booking and as a request for payment. Such requests for payment must be issued as soon as possible for one-off events, and any payment acknowledged using a receipt book. The receipt number should then be entered at the top of the Academy's copy of the application form.

In the case of regular lettings e.g. a weekly sports club, it is still preferable to obtain payment in advance on a weekly basis, although the Academy may agree to payments being made less frequently e.g. every four weeks. In such instances it is not necessary to complete a separate application/invoice form on each occasion a payment is made. However, a receipt must be issued each time a payment is made and details of the receipt should be listed on or attached to the relevant most recent application/invoice form filled in by that hirer.

In circumstances where further charges are required because the hirer has used premises more extensively than originally envisaged when the letting was booked, Academy should send a further application/invoice form to the hirer detailing the additional charges and requesting payment by return.

### **Difficulties in Securing Payment**

If the hire charge is not made in advance, the Academy should arrange for payment to be made as soon as possible, normally within 7 days, and certainly no later than one month from the date of the actual letting. If repeated requests for payment prove unsuccessful, no further letting should be allowed to that hirer.

**Appendix 1**

Emergency Operating Procedures:

Date issued.....

Out of Hours emergency contact numbers: .....

Person in charge: .....

The hall capacity is ..... Seated  
..... Dining/quiz night  
..... Disco

The maximum permitted number of .....persons permitted in class .....

The maximum permitted persons in a class MUST NOT BE EXCEEDED.

## **FIRST AID**

A first aid kit is located: .....

The nearest telephones are located: .....

Provide a map showing these if possible.

A first aider should be available to provide first aid treatment. Most emergencies can be resolved on the spot, however, in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, the following formal procedures must be followed:

### **ENSURE YOUR OWN SAFETY FIRST**

**Minor Injury** eg: small cut, graze, bumps, bruises

- Take appropriate first aid action
- Make provision for the injured person to rest or continue as appropriate

### **Major injury**

- Take appropriate first aid action – call the attending First Aider
- DO NOT move an injured or unconscious person unless to leave them could result in further injury
- Arrange for the injured person to be taken to hospital or ring for an ambulance.
- Telephone the next of kin

In the case of children, the parent/carer must be informed of any incident as soon as possible.

## 2. CONTACTING THE EMERGENCY SERVICES

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire and rescue service, the “control room” for these services may not be local. Do not expect the operator to know where the Academy is.

### Procedure:

- Keep calm, speak clearly
- Give your name – state the service(s) that you require
- Give full name, address (including postcode) and telephone number of the Academy

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.....  
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Nearest main road or other landmark.....

- Location, details and time of the accident/incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for the emergency services
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible

### 3. FIRE

The fire alarm sound is a ..... which is easily recognised.

Insert information re any other alarms here.....  
(delete if not applicable).

On discovering a fire the fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (ie: the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the hirer to ensure that all staff (both paid and volunteer) involved understand the basic fire precaution arrangements and procedures:

- The location of fire alarm callpoints and how to use them
- The location of fire exits
- The location of fire assembly points
- The location of fire extinguishers and fire fighting equipment

Provide a map showing the above if possible.

A fire assembly point should be allocated. If evacuation is necessary it is important to remember the following golden rules:

- Don't panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – people before property
- Assist visitors and people with disabilities on your way out if needed and if safe to do so
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account located ..... for all participants and staff
- Report any persons unaccounted for to the Fire and Rescue Service
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and ensure it is reported promptly to the Academy (and Health & Safety Executive if legally reportable).

**Remember it is better that the emergency services receive more than one call rather than everyone assume that someone else has made the telephone call.**

Any sounding of an alarm (including false alarms) must be reported to the Academy.

Academy lettings checklist	Done	Further action or notes
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	√ or NA	
<b>SITE</b>		
Use of premises for lettings included in Academy fire risk assessment		
Establish a capacity limit for the event		
Inform hirer of capacity limit		
Check normal access and exit (escape) route s		
Are more routes needed for event?		
Have parking arrangements been agreed?		
Ensure lighting is sufficient and in good repair		
Ensure emergency lighting is sufficient and in good repair		
Seating arrangements planned & linked if necessary		
Gangways cleared for access		
Ensure adequate power for the event		
Ensure adequate water / drainage for the event		
Adequate parking for event		
Premises staff arranged to open up. Ensure all fire exits necessary are open etc.		
Payment for premises staff?		
Consider arrangements for continuing Security of Academy site when open for events and access required.		
Arrangements for returning premises to "normal"		
Arrangements for turning off of lights etc.		
Arrangements for Securing of premises after event		
Review risk assessments post event		
<b>EMERGENCIES</b>		
General emergency procedure in place		
Any special procedures for event		
Hirer informed of emergency procedures, location of first aid, phone, fire alarm, call points, fire fighting equipment and assembly points		
Has a plan been provided showing above locations		
Tour given to hirer to show above locations		
Stewarding arranged in event		
Stewarding arranged external, parking etc.		
CRB checks for stewards		
Briefing for stewards		
First aid box(es) - available, stocked and accessible		
Have first aid needs been assessed and is First Aiders provision sufficient		
Booking of additional first aider(s)		
Supervision adequate for hire purpose		
Control of numbers entering included		
Fire fighting equipment in place and checked		
Any extra equipment needed for event		
Inform hirer about procedures for recording / reporting of incidents		
Medical consent/parental consent forms available		
<b>ADMIN</b>		
Hirers Risk Assessment completed		
Hirers own insurance arranged		
Hirers charged for insurance as part of let		

Indemnity form completed		
Any arrangements for control of noise		
Existing premises license in place for event		
Temporary Event Notice for event		
Any alcohol sales licensed		
Responsible person identified		
Arranged for License holder to be present		
Copy of relevant sections of Academy health and safety policy and risk assessments provided		
<b>KITCHENS</b>		
Restrict range of use		
Equipment used operating safely and correctly		
Supervision of equipment use		
Cleaning before event		
Competence of staff		
Separate stocks of foods etc.		
Security of Academy stock		
Hirers insurance		
Charging for gas/electric etc.		
Arrangements for cleaning after event		
Deposit for cleaning		
<b>FIREWORKS</b>		
Competency of organisers		
Storage of fireworks		
Fire brigade informed including site access info		
Ticketing arranged		
Accompanied children only		
Siting of bonfire – security		
Separation of firing range from spectators		
Spectators – space and stewarding		
<b>SPORTS</b>		
Competent supervisors / instructors		
Space for activity		
Spectators – space and stewarding		
Access to toilets / changing		
Playing surfaces in good repair		
Sufficient safety mats etc. provided		
Equipment inspected and maintained		
Hirer signs indemnity form		

