

# The Lettings Policy at Hadrian School

## Rationale

The Education Act 1993 provides for the Governing Body of Hadrian School to have control over the use of school premises, both within and outside of school hours, subject to the directions of the Local Authority, and having regard to the disabled communities. The Governing Body perceive Hadrian School as playing an important role in both the Local and Regional Communities, and wish to see the facilities of their school used for cultural, learning and leisure purposes wherever possible and appropriate.

The use of the building is subject to approval by the Governing Body and on condition that it does not result in disturbance or damage to the school in anyway. It is imperative that any community use does not involve activities which conflict with School or Local Authority policies.

In order that the school budget is compensated appropriately the Leadership Team and the Governing Body have drawn together a formal Hadrian School Lettings Policy.

## Purpose

1. To encourage and support the local and wider community so that Hadrian School is perceived as a positive partner throughout the region
2. To establish and maintain effective links with schools throughout the region in order to promote the range of educational and social opportunities offered by Hadrian School
3. Through links with other schools and organisations to provide wider opportunities for Hadrian School pupils and parent
4. To ensure that all lettings costs are met promptly and are appropriate to the use of facilities and time spent in the building
5. To promote opportunities not only for children, but also opportunities for the training and development needs of parents and other professionals through our role as an Accredited Centre for Learning
6. To extend the concept of Hadrian School as a "Centre of Excellence"
7. To ensure the safeguarding of all staff/children and visitors on site.

## Guidelines

1. The Premises, Health and Safety Committee of the Hadrian School Governing Body have overall responsibility for all school lettings and associated documentation
2. The Premises, Health and Safety Committee of the Governing Body will review the Lettings Policy and scale of charges on an annual basis
3. The day-to-day management of all school lettings will rest with the Head Teacher, Deputy Head Teacher, Business Manager, and Project and Facilities Manager
4. The school will ensure that the following information will be made available for potential users where appropriate:

- Facilities and equipment available for hire, along with scale of charges
- Conditions for use and hire of facilities and equipment
- Application procedures for hire of facilities and equipment
- Application forms for the hire of facilities and equipment
- Health and Safety/Safeguarding and Fire Procedures
- Risk Assessment Information
- Hydrotherapy Pool Rationale
- Hydrotherapy Pool Risk Assessment

All of this information where appropriate will be given to hirers.

5. Specialist rooms and resources, such as the Hydro-therapy Pool and will be available for use after school as long as the Group Leader has undergone the appropriate training and have if required the necessary qualifications.
6. The school will not be made available for hire for any purpose which may bring Hadrian School into disrepute.
7. Hadrian School operates the Public Liability Cover for Hirers. This means that hirers of the premises have public liability cover that covers the hirers legal liability in the event of an injury to a third party. The premium is charged on 10% of the funds raised from the letting of the school.

### **Conclusion**

It is intended that the Hadrian School Lettings Policy will extend cultural, learning and leisure opportunities for schools, organisations and the community on both a local and regional level. In doing so we hope to develop our aim of promoting a partnership between school, parents, other professionals and the wider community.

This Policy applies to all Hadrian School Extended School activities.

Hadrian Education and Development Services (HEADS), is responsible for the lettings of Hadrian School. HEADS is a Ltd company by guarantee that operates to generate funds from lettings that are then used by school for activities, equipment, goods and services.



## **HADRIAN SCHOOL**

### **Application Procedure for Hire of Facilities and Equipment**

To ensure effective implementation of the Hadrian School Lettings Policy the Governing Body have agreed guidelines and procedures on application for hire of facilities and equipment. They would ask all hirers to consider these procedures before agreeing the letting.

#### **Application Procedures:**

- When application for the hire of facilities is made, the Business Manager will establish with the hirer a mutually agreed time to vacate the premises. This agreed time will take into account the need to clean and reset the facilities and the need to secure and lock up the premises. The amount of time agreed for these activities will vary according to the extent of use, but will attempt to meet the needs of both the hirer and Hadrian School
- The School has its own scale of charges for each facility available for hire. This will be made available to potential hirers
- The School has its own conditions of use form, which must be agreed and signed by the potential users prior to the letting
- The School has its own application for hire forms, which must be completed and returned to the Business Manager
- The School has its own Health, Safety and Fire Procedures information sheet. This will be made available to potential hirers
- Anyone wishing to hire any part of the school building or Rebound Therapy Centre must visit the school and view the areas they wish to hire and also have an induction into Fire Safety, operating procedures, and Health and Safety
- All parties will be issued with a copy of the lettings policy
- Users of the Rebound Therapy Centre on weeknights and weekends will be required to complete a rebound therapy questionnaire before any sessions can take place
- There will always be a trained first aider on site for any hire
- Any users of the hydro-pool will require a specialist induction into pool safety procedures as well as issues with the Hydro-Rationale.

## **HADRIAN SCHOOL**

### **Health and Safety Regulations/Safeguarding**

This policy has been developed and approved to safeguard the children/staff and visitors of Hadrian School.

Hadrian School hires various areas of its premises to generate additional funding. Any hirers of the school building are given a Formal Induction before using the premises and given a copy of the School Lettings Policy. If the hirers are organisations/clubs tec. working with children or vulnerable adults they will be asked to produce a DBS disclosure as well as relevant insurance.

**The areas of hire include:**

#### **The Hydrotherapy Pool**

The Hydropool can be hired both in and out of school time. Any organization using the pool will be subject to a formal induction and issued a copy of the Hydropool Rationale, Hydropool Risk Assessment and also the School Lettings Policy. This is to ensure that all Health and Safety and Safeguarding Requirements are met. If the use of the pool involves working with children or vulnerable adults the hirer will be asked to produce a DBS disclosure.

The hirers will have no contact with any Hadrian School children and will use the toilet beside the changing area.

The Group leader will be responsible for collecting their participants from the main Reception where appropriate unless there is a prior agreement with school, they will also have their own signing in sheet. The Group Leader must have a relevant First Aid Qualification. The Group Leader must have their own Liability Insurance.

If the pool is hired outside of school time – i.e. after school hours, weekends or holidays, there will always be a member of staff on call in the event of an emergency. This member of staff will either be at the poolside or in the Admin Office. There is a phone in the pool that can be used to call the emergency services on 9999.

If the pool is hired out privately (not part of an organisation or group), there will be an allocated member of staff present at poolside to assist in the event of an emergency.

The pool peak flow temperature, and air temperature are displayed on the pool door daily, as well as confirmation a PH Level levels are in a safe range.

#### **The Sports Hall/Music Dance Studio**

The Sports Hall and Music Dance Studio are hired out for Training Courses, Sports Activities, and can also be used as a catering area when hosting parties.

Any hirers of the premises will have a formal induction and be given a copy of the Schools Letting Policy and Risk Assessment.

Anyone that hires the facilities for a party will be given an induction prior to the arranged date. On the day of the event staff will be present to offer any first aid support that is required and to aid the hirer in any health and safety advice, location/use of equipment etc. As part of the hire there is the option to pay for additional staff to be present to help support activities, (e.g. Rebound Therapy). Independent hirers not part of an organization will be covered under the school 'hirers liability insurance'.

In the event of organizations hiring the facilities, the group leader will be responsible for collecting their participants from the main Reception and will have their own signing in sheet unless prior agreement has been made with the school.

**If the hirer is from an organization/club etc. they will be responsible for ensuring the following:**

- The Group Leader must have a relevant First Aid Qualification
- The Group Leader must have Liability Insurance if they are facilitating specialist activities (e.g. sports activities, swimming etc.).
- If the activities involves working with children or vulnerable adults the hirer will be asked to produce a DBS disclose.

Participants/hirers will use the toilets in the Rebound Therapy Centre. The Group Leader will advise participants of which toilets to use. Staff at school will also use these toilets.

All school children who are accessing the Sports Hall when an outside group have hired the facility will use the toilets as normal in the main building.

### **Training Suite – HEADS Room**

Hadrian School hires out its Training Suite to outside training providers to facilitate training courses.

The Training Suite is situated upstairs in the Rebound Therapy Centre.

Once delegates have signed in at Reception and have been issued with the appropriate badge they will be escorted to the Training Suite by a member of the Admin Team.

Once the course delegate has been brought to the Course Tutor it is then the Course Tutor's responsibility to supervise the delegates. The Tutor will have a second signing in sheet as part of the training course so they can use this in the event of a Fire. At the start of the course the Tutor will go through the Induction Checklist that is available in the Centre as part of the domestics.

Course delegates attending a course in the Training Suite will use the toilets downstairs in the new Rebound Therapy Centre.

### **Rebound Therapy Main Hall**

The Rebound Therapy Centre is an extension to the main Sports Hall and consists of the Training Suite, Dance Studio and also the main Rebound Therapy Hall. This part of the building has its own entrance and also its own alarm code for out of hours use. The centre is hired to outside users both in school and out of school time including weekends and holiday times. All users of the building will be given an induction by the School Business Manager and made aware of fire regulations etc. During school time there will always be a staff member of Admin Staff to support with any issues/queries/problems that the hirer may have.

### **Out of school use**

The centre is available to hire all year round including holidays and weekends. Some users only require access to certain parts of the building i.e. just the Training Suite, but some require access to the whole building i.e. for training events/parties etc. There will always be a member of staff in the building when the centre is hired out.

This member of staff will always be a trained first aider and responsible for evacuating people in the event of a fire.

### **Rebound Therapy Sessions Facilitated by Hadrian School Staff**

Hadrian School offer rebound therapy sessions on week day evenings, Saturday's and also during the school holidays. These sessions are fully staffed and facilitated by Hadrian School who are qualified rebound therapy coaches, and first aid trained. Before anyone attends the sessions they are required to complete a rebound therapy questionnaire so staff can assess the needs of the child/adult so sessions can be bespoke for the attendee. The questionnaire also informs the staff of any medical needs that the child/adult may have, so rebound therapy activities are safe and appropriate.

Parents/carers are required to 'sign in' each session which is also a declaration that they are happy to be responsible for their child before and after the sessions.

### **Rules and Regulations**

#### **No Smoking Policy**

This covers the whole school site, including the Adventure Playground, car park and perimeter area. This should be strictly adhered to at all times.

#### **Fire Exit and safe evacuation of the building (Rebound Therapy Centre/Sports Hall/Main School Building)**

If the building is in use out of school hours it is the responsibility of the group organiser to keep a check on numbers and the safe evacuation of their group from the building unless Hadrian School staff are facilitating the event then they will be responsible. As there will be a member of staff on site at all times during any hire they will help to supervise/oversee the evacuation of the building. There are 5 assembly points located around school, please see Appendix 2 for Fire Procedures.

#### **Accidents on Site**

All accidents and incidents must be reported to the Business Manager or Head Teacher as soon as possible. In the event of out of hours hire, the member of staff on shift will advise of the necessary paperwork that needs to be completed. All accidents should be documented in the Accident Book and Local Authority Accident Form if the accident is of a serious nature, available from the Administration Office in the main school or in the Rebound Therapy Reception.

### **School Equipment, Fixtures and Fittings**

The hirer must not use any school equipment without prior arrangement with school and must accept responsibility for any injuries or losses incurred as a result of activities involving school equipment. No one should use any equipment or undertake any activities unless they have the relevant qualifications or have taken part in a prior induction programme, e.g. Trampoline Coaching Award, P.E. Coaching Award.

### **HADRIAN SCHOOL**

### **Facilities and Equipment Available for Hire and Scale of Charges**

**Access to some areas of the school will be restricted due to:**

- possible damage to the fabric of the building and school displays
- vulnerability of specialised equipment
- health and safety factors involving chemicals, etc

All facilities are available for evening and weekend hire following negotiation and agreement with the School Business Manager. Any damage to equipment or school building/facilities, the hirer will be invoiced for repairs.

All payments for school facilities are to be made payable to 'HEADS'.

### **Facilities available for Hire**

Facility	Time	Cost

Hydro Pool	3:00 pm to 5:30 pm – Weekdays (Mon-Thursday)	£20.00 per hour (Specialist use only, induction required)
Sports Hall	3:30 pm to 8:00 pm – Weekdays (Mon – Friday) 9.00am – 4.00pm – Sat/Sun	£25.00 per hour
Rebound Therapy Centre	4.30pm to 7.00pm Tue/Thurs 10.00am – 1.00pm – Sat/Sun	£15.00 per session on the trampoline (45minute session) £15.00 per session on the trampoline (45minute session) <b>Note: the full use of the Centre can be hired at £40.00 per hour – minimum of 2 hour booking</b>
Dance/Music Studio	3.30pm to 8:30 pm – Weekdays – Mon – Friday 9.00am – 4.00pm – Sat/Sun	£20.00 per hour £25.00 per hour
Training Suite	8:00 am to 8:00 pm Monday – Sunday (Maximum of 30 delegates seated) (Maximum of 40 delegates in Theatre Style)	£25.00 per hour (for up to 3 hours) £75.00 (half day up to 4 hours) £125.00 (full day up to 8 hours)
Conference Facilities (Space for Sport and Arts)	Half Day (up to 4 hours) Full Day (up to 8 hours) (Maximum of 70 delegates seated, up to 200 in theatre style)	£100.00 £200.00

Please note: Prices are negotiable to suit your requirements. Please contact Mr David Palmer (Business Manager) for more information.

**Party Bookings for our Rebound Therapy Centre includes the use of the Rebound Therapy Centre, Sports Hall, Dance Studio and Kitchen. We can also supply trained Rebound Therapy staff at an additional cost.**

- Full use of the Rebound Therapy Centre – all 5 trampolines
- Full use of the Sports Hall including sports/games equipment
- Use of the Dance Studio/Kitchen
- Staff member on call to assist with Rebound Therapy/setting up equipment

We would generally recommend at least 2 members of staff using all 5 trampolines. **Costs of booking:** £65.00 per hour for the use of all the facilities (a minimum booking of 2.5 hours) – this includes 1 staff member.

Additional members of trained Rebound Therapy Staff would cost an additional £15.00 per hour.

**Most parties are typically 2.5 hours and have 2 members of staff so an example cost would be for a 2.5 hour party:** £65.00 per hour = £162.50 – for 2.5 hours, £30.00 for an additional member of staff for 2.5 hours

**Total £192.50**

*(The additional 30 minutes on top of the 2 hour party is for opening and closing before and after the party).*

All bookings are covered by our Public Liability and Hire's Liability Insurance. Staff members are qualified in First Aid. We facilitate parties in holidays and on weekends. **Note: Saturday availability only after 1.30pm.**

### **Cancellation Charges**

A cancellation charge will be incurred for any facility that is booked and then cancelled. This charge is incurred as the facilities at the school are in demand and it would mean loss of revenue for HEADS if short notice is given.

Any Facility booked where the cost was going to be more than £100 a 25% cancellation fee will be charged if it's cancelled more than 7 days in advance.

If the facility is cancelled less than 7 days before the booking you will be required to pay the full cost of the booking.

### **Service Level Agreement**

HEADS – Hadrian Education and Development Services currently have a Service Level Agreement with Hadrian School for the use of facilities and equipment to carry out HEADS activities. These include:

- Annual use of the schools facilities i.e. sports hall, school hall, training suite, Rebound Centre
- Annual use of the schools equipment i.e. photocopiers, telephones etc
- Use of binding facilities/stationary i.e. for course handbooks
- Refreshments for courses i.e. tea, coffee, water etc.
- Contribution towards utilities.

## SERVICE AGREEMENT FOR THE HIRE OF SCHOOL FACILITIES

Please see your agreement for usage of the facilities at Hadrian School.

Hirer's Name			
Organisation or Club			
Address			
Work telephone		Home telephone	

Requirements: Please list facilities, equipment	Dates	Times	Fee
Please indicate the purpose of hire:		Sub - total	
		V.A.T.	
		TOTAL	

PAYMENT: CASH  CHEQUE  Cheque No.....

*Note: Hadrian School has public Liability Cover for Hirers, which covers the hirer's legal liability in the event of an injury to a third party. This covers accidental injury to any other person, and accidental damage to premises.*

### UNDERTAKING

I hereby make application for the use of Hadrian School premises, facilities, equipment and I undertake to adhere to the School conditions of use, including making good any damage we may cause during occupancy or use.

**Cancellation Fees:**

If notification is given more than 7 days in advance of the booked date – 25% of the booking costs must be paid

If notification is given less than 7 days in advance of the booked date – Full costs must be paid

Signed ..... Date .....

**FOR OFFICE USE ONLY**

Booking approved by: ..... Date

Permit No. ..... Invoice to..... Date of receipt: .....

Heads, Hadrian School, Bertram Crescent, Newcastle upon Tyne, NE15 6PY

Tel: 0191 273 4440, Fax: 0191 2261150,

Email: [david.palmer@hadrian.newcastle.sch.uk](mailto:david.palmer@hadrian.newcastle.sch.uk)

School Website: [www.hadrian.newcastle.sch.uk](http://www.hadrian.newcastle.sch.uk)

HEADS Website: [www.headstraining.co.uk](http://www.headstraining.co.uk)

## **HADRIAN SCHOOL**

### **Conditions for Use and Hire of Facilities and Equipment**

The Governing Body of Hadrian School welcome community use of their premises. We hope our facilities and equipment meet the needs of your group. Any further requests or suggestions for improvement should be brought to the attention of the Business Manager – David Palmer or Project and Facilities Manager – Andy Todd.

#### **Conditions for use**

**Hadrian School need to safeguard and maintain the condition of all facilities and equipment at Hadrian School and, therefore, ask hirers to adhere to the following conditions:**

- No smoking is allowed within the School grounds or premises at any time
- All school, Health, Safety and Fire Procedures must be followed
- The hirer is fully responsible for the events, its supervision and any incidents arising from the event, any specialist use i.e. organised sports groups, swimming etc. must have their own liability insurance
- Any damage to the building, rooms, facilities, equipment, fixtures and fittings, furniture must be reported immediately and will be paid for by the hirer. The School will assess the damage along with the subsequent costs to the hirer.
- The School does not accept responsibility for any injuries or losses incurred by the hirer as a result of the activities undertaken unless the staff of Hadrian School are the facilitators of the sessions
- All accidents and incidents must be reported to the Business Manager or Head Teacher as soon as possible. All accidents should be documented in the Accident Book and Local Authority Accident Form if it's a serious incident available from the Administration Office or Rebound Therapy Centre Reception
- The School does not accept any responsibility for the loss of, or damage to any personal belongings, equipment or vehicles brought on to the School premises during the course of hire.

THE SCHOOL MAY REQUIRE REFERENCES FROM USERS PRIOR TO ANY AGREEMENT TO HIRE ANY FACILITIES OR EQUIPMENT. WE RESERVE THE RIGHT TO TERMINATE THIS AGREEMENT IF HIRERS DO NOT COMPLY WITH CONDITIONS OF USE.

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CONFIRMATION OF AGREEMENT OF TERMS AND CONDITIONS DETAILED  
THIS DOCUMENT

**We/I agree to observe the conditions of hire described in this document.**

**Signed .....**      **Date .....**

**Organisation .....**



# Fire Action Plan



## Any person discovering a fire:

1. Operate the nearest fire alarm
2. If possible call (9)999 or call Admin on 200, 201, 203 or 228 who will then contact the Fire Brigade

**If the alarm sounds continuously please follow the instructions below:**

**Leave the building by your nearest fire exit**

All Students/Volunteers, remain with your class

Class 5, Class 6, Class 7, Class 8,  
move to **Assembly Area 1 (Path near Adventure Playground)**

Class 13, Class 14, Class 15, Class 16, Class 17,  
move to **Assembly Area 2 (Entrance to Wildlife Garden)**

Class 9, Class 10, Class 11, Class 12,  
move to **Assembly Area 3 (Sports Hall)**

Class 1, Class 2, Class 3, Class 4, Class 18, Class 19  
move to **Assembly Area 4 (Music Playground)**

Class 20, Multi Professionals, Visitors, EQUALS, Kitchen staff  
move to **Assembly Area 5 (Decking Area near EY Playground)**

HEADS Training Centre Course Delegates  
move to **Assembly Area 3 (outside main Sports Hall doors.)**

**Out of Hour Users Assemble in school car park: Assembly Area 5**

**If you are in the Hydro Pool with children**, on hearing the alarm, start preparing to evacuate by placing children into their chairs. **DO NOT MOVE FROM THIS AREA** until instructed to do so. A Fire Marshall will come your area to advise. If instructed to move, leave via your nearest Fire Exit and assemble as above at the relevant **Assembly Areas**

**Assemble in class groups and remain in groups until registered**

**Do not re-enter the building until instructed to do so**

**Confirmation that the Lettings Policy in respect of Hadrian School has been  
discussed by the Governing Body:**

**Signed by:**

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed at the Governing Body Meeting on: \_\_\_\_\_

Minute Reference: \_\_\_\_\_