

Policy for Lettings and use of Academy Premises



Policy Family	
Responsible Manager	Trust Estates Lead Compliance Officer / COO
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1. Aim

The Trust aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the students and secondly, for our community consequently providing the Trust with financial income.

This policy aims:

- To ensure that lettings are not in conflict with the fundamental purpose of the Trust.
- To support community involvement in the life of the Trust
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the Trust's equal opportunities policy.
- To maximize the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the Trust's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health & Safety suite of policies. The Trust is vigilant to the possibility that out-of-hours hire of the Trust premises may be requested by people wishing to run an extremist event. The school does not accept bookings from individuals or organisations that are extremist in their views.

2. Insurance

The hirer is responsible for providing Public Liability Insurance to the value of £5,000,000 (five million pounds) that will indemnify the Trust against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence/default of the Board of Trustees, its Servants or its Agents. It may be possible for small community groups to arrange such cover via the Academy's own risk protection arrangements. Further details can be obtained from the lettings administrator.

3. Health & Safety and First Aid Policy

- 3.1 The hirer is required to take all necessary and appropriate action to ensure that all relevant legislation and codes of practice for health and safety are met in full at all times. This includes ensuring that safe working conditions and risk assessments for the health, safety and welfare of personnel using the academy premises and facilities are provided.
- 3.2 The hirer must report any defects in premises or equipment which relate to or may affect the health and safety of personnel using our facilities.
- 3.3 First aid is not provided and the hirer is responsible for making its own arrangements for first aid provision. All accidents must be reported to the Caretaker on duty.
- 3.4 Fire evacuation notices are displayed throughout the Academies. All hirers should ensure that users are aware of the fire exits.

4. Safeguarding Children

It is the responsibility of the Hirer to ensure that all individuals associated with their activity working or volunteering with people under the age of 18, have received an appropriate and valid Disclosure and Barring Service (Criminal Records) check. For all clubs or groups hiring Trust facilities we will require a copy of the Safeguarding policy prior to hire being confirmed.

5. Care of Trust Premises

- 4.1 The Hirer is responsible for everyone who is on the Trust premises for the activities they are organising and generally for everyone who comes on to the parts of the Trust's premises which are under the Hirers control at the stated times. The Hirer is responsible for ensuring that they comply with all the terms of the hire agreement.
- 4.2 No nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The Hirer shall ensure that no persons using the permitted area wear shoes with stiletto heels or other footwear which may in the opinion of the Board of Trustees be damaging to the floor surfaces to be hired. Hirers of the Dance Studio or Astro Pitch should take particular care to ensure that the rules of use are adhered to.

6. Equipment and furniture

Apparatus, furniture or equipment belonging to the Trust must only be used for their proper purposes. Any Academy equipment used must be returned to its normal storage place. P.E. mats must be stored flat. Any equipment found to be damaged at the beginning of a session must be brought to the attention of a caretaker at the earliest opportunity. Any equipment damaged during a session must be reported to the school at the time of damage or within 24 hours afterwards. The Hirer shall be responsible for reimbursing the full cost of any damage to the premises, furniture and equipment occasioned by users

7. Electrical Equipment

Hirers wishing to bring onto the Trust premises any mains operated equipment must obtain permission from the Trust beforehand and satisfy that the items have been tested within the previous 12 months by a person approved by the Trust. The testing of appliances by the school can be arranged for a small charge subject to availability.

8. Food / Alcohol

- 8.1 The consumption or preparation of food is only permitted in the Dining Room and canteen seating areas unless written permission has been obtained from the individual Academy. Exception to this is where the session is a food preparation class such as Cookery or Cake Decorating.
- 8.2 The consumption of alcohol is not permitted on the premises without prior written approval by Trust. If approval is granted it must be noted that The Educational Trust does not hold a licence for the sale of alcoholic drinks and that the Hirer is responsible for complying with the licensing laws.

9. Smoking

Smoking is not permitted on any part of the Trust premises. This includes all indoor areas, car parks, Astro-Pitch, and other open space/grounds. This applies to all spectators and other visitors and the Hirer is responsible for ensuring that this rule is observed.

10. Accidents

- 10.1 The Hirer and their appointed session leader are responsible for making arrangements for the provision of first aid cover. Organisations must make their own arrangements for summoning assistance. The Trust does not accept any responsibility for providing first aid cover.
- 10.2 If an accident occurs during a letting then it must be reported verbally to the caretaker on duty before the letting finishes.
- 10.3 A written report must be made to the Academy of all injuries sustained. The report must contain details of the injury sustained, names and address of persons injured, name and address of any witnesses, the time and place of the incident and any actions taken following the injury.
- 10.4 Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the Academy.
- 10.5 Hirers are advised that certain serious injuries or incidents may require reporting to the Health & Safety Executive and that it is the Hirers responsibility to make such reports.

11. Fire Evacuation Procedure

Upon discovering a fire, the alarm must be activated. Break-glass points are situated in all parts of the building, usually near fire exits. The person discovering the fire must summon the fire brigade and inform the caretaker of the location. In the absence of the Site Supervisor, the person discovering the fire must meet the fire brigade on arrival and direct them to the site of the fire.

- 11.1 Portable fire extinguishers are available throughout the site but should only be used to aid evacuation. They are not intended for fighting a fire.

Note: These are fitted with anti-theft alarms that are independent of the fire alarm system.

- 11.2 The evacuation alarm is a continuous sounding of the sirens. All persons must leave the buildings by the nearest safe route on the sounding of the alarm and assemble outside the main entrance. The Hirer or Session leaders appointed by the Hirer should familiarise themselves with the location of firefighting equipment, call points and exit routes, and check that appropriate exits are unlocked at the start of the session; otherwise they must contact the Site Supervisor.

- 11.3 Where practicable, the Hirer or their appointed session leaders/course organisers must take a roll call and report to the caretaker. In the absence of the caretaker, the Hirer or their appointed session leaders/course organisers should report to the fire brigade.

- 11.4 Fire doors must not be propped open.

- 11.5 Fire evacuation practices may be held outside normal Academy hours. All persons using the premises are required to cooperate with any practices. The fire assembly point is at the front of the school by the Astro.

12. Site Security

- 12.1 Many of the external doors are fitted with an electrical locking system, preventing access to the building. Users of the premises must not prop these doors open, as this will compromise the security of the building. The automatic locking system does not prevent egress from the building.

- 12.2 A CCTV surveillance and recording system is operated by the Trust for the safety and security of those using the Academy in most areas of the building and surrounding grounds.

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14. Car Park Arrangements

The parking of vehicles on the Trust's property shall be permitted in approved, marked parking bays only, on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the Academy's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the Academy premises.

Note: Availability of parking spaces is not guaranteed. The speed limit is 5 mph on all roadways and car parks around the Academy which must be obeyed by the Hirer and all associates at all times.

15. Variation of conditions

There shall be no variation in the conditions of hire without the express consent of the Board of Trustees.

16. Cost of Lettings

Under the direction of the Board of Trustees, the Trust has devised a level of charges for each of the areas available for hire. The prices are comparable with other schools within the County. Failure to settle an account in full will result in the remaining bookings being cancelled and the Trust seeking financial redress. Payments for hire must be made in advance of any hire.

All bookings must have a responsible person over 18 years of age as leader. Any leader in charge of persons under 18 years of age must be DBS checked and the school will request sight of this form. All documentation must be completed and returned before a booking is confirmed.