

The Angmering School

Ambition
Respect
Courage

Lettings Policy

2020

Ratified by The Governing Body Date:

Reviewed biannually

Reviewed and adjusted by ERI/TLA Covid19 has been taken into consideration during the review of this policy.

Introduction

The Governing Body regards the school buildings and grounds, which are owned by West Sussex County Council, as a community asset and will make every reasonable effort to enable them to be used as much as possible by members of the local community.

The overriding aim of the Governing Body is to support the school in providing the best possible education for its students, the promotion of equality of opportunity and community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head teacher. Where appropriate, the Head teacher may delegate the management of lettings to other members of staff, whilst still retaining overall responsibility for the lettings process.

Should the Head teacher have any concern about whether a particular request for a letting is appropriate or not, he will consult with the Governing Body or an appropriate link governor.

Types of Lettings

The Governing Body has agreed to define lettings under the following categories:

- **School Lettings:** Activities for pupils or their parents/carers that provide educational benefit to pupils, which the school wishes to subsidise.
- **Community Lettings:** Other community activities which should be made on the basis of full cost recovery. Covering utilities and Cleaning.
- **Commercial lettings:** These will be charged on a cost plus basis with an income margin for the school.

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the 'Standard Charge for the Use of School Premises' section of this policy. Charges made to WSCC employees in the course of their work are determined by the WSCC charging policy which is separate to that for the school.

These charges will be reviewed in accordance with this document and changes will be implemented from the 1st of April following the ratification of this policy. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Head Teacher, Premises Manager and Lettings Administrator are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The minimum hire period will be one hour although shorter period options can be discussed. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises

(including any equipment) or the premises being left in an unacceptable condition necessitating additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any costs incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Conditions of Hire and Application for Hire of School / College Premises.

Standard Charge for the Use of School Premises.

The Governing body is responsible for setting the rates in letting school premises to external third party hirers and must adhere to insurance and VAT guidelines. In setting its charges, the Lettings Administrator will compare our charges with other similar local providers. Non-commercial hirers who have no existing Public Liability Insurance with a preferred minimum limit of indemnity of £10 million, (although £5 million is acceptable subject to approval from the Litigation, Insurance and Risk Management Section), must as a condition of the proposed hiring, take out the Hirer’s Insurance arranged by West Sussex County Council. The premium is charged at 9% of the basic hire charge, plus 12% Insurance Premium Tax (IPT). More information on Tax can be found in West Sussex County Council’s Insurance Guide or contact the Litigation, Insurance and Risk Management Section for further details.

The Governing body will provide “Prevent” training to the Lettings Administrator for the vetting of hirers to ensure their premises are not used for radicalisation purposes.

Charges have been set for the Standard Charge for the Use of School Premises by West Sussex County Council for education purposes including use out of hours. These charges are effective from 1 September 2020 and are mandatory for all maintained schools. Details of these charges can be found on West Sussex County Council’s SLA website or from the Business Manager.

List of Standard Charges and Facilities Available. (Subject to adjustment according to circumstances of hire)

			<u>Costings</u>		
Facility			Commercial (external)	Community	Linked school letting
Hydrotherapy pool			£31.50	£25.00	
Tennis				£10.00	
Sports field (per pitch)				£10.00	
Dance Studio			£27.50	£23.00	£17.00
Drama Studio			£27.50	£23.00	£17.00
Gymnasium			£31.50	£25.00	£18.00

Sports Hall			£32.00	£25.00	£18.00
Canteen			£32.00	£24.00	£18.00
Astro Whole			£75.00	£55.00	£40.00
Astro 1/3			£29.00	£24.50	£18.00

Lettings times

The following times available are agreed as follows:

Monday - Friday after School Hours 17.00 - 21.30

Saturday: 08.00 -18.00

Sunday: 08.00 - 13.00

National Bank Holidays: CLOSED

Other time requirements would be considered on an individual basis, subject to approval from The Head Teacher / Premises Manager.

USE OF SCHOOL PREMISES – CHARGES FOR ELECTION PURPOSES

FROM 1st SEPTEMBER 2020

THESE CHARGES ARE MANDATORY AND SCHOOLS WILL RETAIN THE INCOME FROM THE ELECTORAL USE OF SCHOOL PREMISES.

1.

Estimated cost of caretaking £23.10 plus an additional £7.90 if polling continues after 10.00 p.m.

Plus

2.

For one polling station on the site, an additional payment of £4.10 for the cost of caretaking and £10.85 in respect of the school's expenses;

Or

3.

For two or more polling stations on the site, (a) an additional payment of £8.15 for the cost of caretaking, and (b) £10.85 per station in respect of the school's expenses.

Health and Safety Statement

The governing body acknowledges West Sussex County Council's (WSCC) Corporate Health and Safety Policy, acting as Local Education Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.

Under the Health and Safety at Work Act 1974, the governing body accepts that it has the responsibility to take all reasonably practicable steps to secure the health and safety of staff, pupils and others visiting and using the school premises.

The governing body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. It will be the governors' policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion and consultation to promote and develop measures which ensure health and safety at work.

Safety Procedures and Emergency Evacuation Plans

The SL1 form (appendix 1) includes a section on the safety procedures expected to be followed by any hirer of the school premises and also outlines the evacuation plan for the school premises. The school would expect a detailed Evacuation Plan to be written by the hirer, for any substantial letting and this would be included with their Risk Assessment and reference to the schools Evacuation Plan. The decision of whether a larger Evacuation Plan and Risk Assessment is needed, would be the responsibility of the Premises Manager and Health and Safety Lead.

Basic Expectations of Both Parties.

Basic expectations are listed in the SL1 Form that can be found in Appendix 1 of this policy.

Covid-19

Before any user is to use the school facilities, a Covid-19 risk assessment must be produced for the school to have on record and to show that the letting is abiding by governing body and government guidelines.

Security

The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure. This responsibility falls upon the Premises Manager.

The Booking Procedure

Once a letting has been approved, written confirmation will be sent to the hirer along with a copy of the 'Conditions of Hire and Application for Hire of School/College Premises' form, (SL1) and a copy of the 'Lettings of school facility risk assessments' (including covid-19). Both of these documents can be found in Appendix 1+2 of this policy.

The SL1 should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. We will seek payment monthly in arrears in order to reduce any possible bad debts and or a deposit to cover damage.

All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Head teacher, on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Appendix 1

Name of School/College:

Name of Hirer: ('the Hirer')

1. The School will provide the hirer with up-to-date H&S information needed for the period of hire. Guidance, for the school, is available on what information needs to be provided to the hirer. The guidance is located within the Resources section under Health and Safety A-Z (Hiring out your premises) on West Sussex Services for Schools (WSSFS).
2. The Governors of the School/College are advised to include the vetting of hirers to ensure their premises are not being used for radicalisation purposes.
3. The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.
4. The use of the premises must not interfere with the proper working of the School/College or impair its efficiency.
5. The contract for the hire of the premises between the Hirer and the Governors of the School/College shall take effect only upon written acceptance of the application on behalf of the Governors being posted or handed to the Hirer.
6. The Hirer shall be advised of the hiring fees (and any insurance premium) either on completion of the application form (**Form SL1**) attached or on the written acceptance of the hiring and shall pay the hire fee within 7 days of the written acceptance.
7. In the event that the Hirer cancels the hiring, the following fees shall be repayable to the Hirer, less any expenses incurred, at the Governors' discretion:

not less than 42 days notice of cancellation	-	75% of fees
not less than 28 days notice of cancellation	-	50% of fees
less than 28 days notice of cancellation	-	no refund
8. The Hirer shall indemnify the Governors of School/College and the West Sussex County Council against all claims for damages, compensation and/or costs in respect of:
 - (i) bodily injury or illness to Third Parties, and/or
 - (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.
9. The Hirer shall be responsible for loss or damage to the School/College premises and contents therein the property of the West Sussex County Council.
10. The Hirer shall obtain adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 7 and 8 above. (See Appendix following Conditions of Hire for explanatory notes on insurance).
11. In order to obtain adequate insurance either from your own insurance source or if you wish to use the insurance provided through the school and West Sussex County Council (see appendix), you should ensure that you have an appropriate risk assessment of the activity you are going to undertake. The risk assessment should be attached to this application form.

12. The risk assessment does not have to be a detailed document, but it will need to provide information on what activity will take place on the school premises and in which rooms. There should be a simple plan of:
 - how are people going to get into the premises,
 - how will they be notified of an emergency and what they should do if an alarm is activated
 - information on what they can and can't do, where they can go and can't go etc.
 - appropriate control measures to deal with emergencies such as a nominated first aider, someone who remains able to take control if there is an emergency and call the emergency services if needed

13. The Governors hold/do NOT hold licences for (a) public dancing, music or any other public entertainment and (b) public performance of plays.

(The Hirer shall be responsible for obtaining any licence required from the District/Borough Council and shall produce the licence for inspection prior to the hiring date). The Hirer shall be responsible for complying with the terms of any such licence.

14. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring and with the legislation relating to copyright in relation to the hiring and the requirements of the Performing Rights Society Limited and Phonographic Performance Limited concerning the performance respectively of musical work and sound recordings on the premises. The Hirer indemnifies the County Council against any breach of this condition.

15. If the Hirer intends to apply for a Justices' Occasional Licence for the sale of intoxicating liquor then the written approval of the Governors shall first be obtained. The Hirer shall be responsible for ensuring compliance with the provisions of the Licensing Acts.

16. The Hirer shall be responsible for ensuring that any gaming or lottery, which takes place on the School/College premises, complies with the relevant legislation.

17. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas on the School/College premises subject to availability.

18. Where permission is given for the use of kitchen areas, this will normally be limited to the use of ranges, hot cupboards and wash up sinks. The Hirer shall be responsible for the provision of crockery, glasses, cutlery and cleaning materials. Kitchens must be left in a clean and tidy condition for the preparation of the school meal on the following day. On no account may foodstuffs stored in kitchens be used by Hirers.

19. The Hirer is responsible for the preservation of good order during the hiring. The Hirer shall at all times provide an adequate number of stewards who shall be present throughout the hiring.

20. The Governors reserve the right to require the Caretaker/Premises Officer to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.

21. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited.

CONDITIONS OF HIRE & APPLICATION FOR HIRE OF SCHOOL/COLLEGE PREMISES	FORM SL1
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22. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
23. The laying of composition or other preparation on School/College floors is prohibited, ~~without~~ without the prior written approval of the Governors.
24. Smoking on the site is prohibited.
25. School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
26. Any alteration or addition to the school lighting or electrical heating systems is strictly forbidden, except with the written consent of the Governors. Consent may be subject to conditions, which the Hirer will be required to observe.
27. If any special equipment is required, it must be clearly stated on the application form. An extra charge will be made for this service, and the School/College must be satisfied that a competent person will supervise the use of the equipment.
28. The Hirer will be responsible for providing any first aid facilities that he deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.
29. No function shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time, unless special arrangements have been agreed on behalf of the Governors.
30. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property removed, and all appliances switched off and lighting extinguished. The Governors reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition.
31. The Governors reserve the right to cancel any hiring without notice if: -
 - (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period, or
 - (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
 - (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i) all hiring fees will be refunded to the Hirer, but the Governors shall have no further liability to the Hirer. In the event of (ii) and (iii) any refund of hiring fees shall be at the discretion of the Governors.

APPENDIX

HIRER'S INSURANCE – INDEMNITY CLAUSE

A. INJURY TO PERSONS OR PROPERTY

1. The Hirer shall indemnify West Sussex County Council against all claims for damages, compensation and/or costs in respect of: -
 - (i) bodily injury or illness to Third Parties, including the County Councils servants and agents or Governors and/or
 - (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises.
2. The Hirer shall effect adequate insurance to cover this liability with a preferred minimum limit of indemnity of £10 million, although £5 million is acceptable subject to approval from the Litigation, Insurance and Risk Management Section at West Sussex County Council.

The Hirer shall effect adequate insurance to cover this liability: -

B. DAMAGE TO PREMISES AND EQUIPMENT

1. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of West Sussex County Council, except when loss or damage to the premises or contents are as a result of the negligence of West Sussex County Council.
2. The Hirer shall effect adequate insurance in respect of such loss or damage.

Hirers who have no Public Liability Insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium must be added to the hiring fee payable.

HIRERS INSURANCE

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for Third Party claims involving injury to persons and/or damage to property.

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of £10 million, the County Council has arranged the following policy: -

WEST SUSSEX COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER WEST SUSSEX COUNTY COUNCIL PROPERTIES

OPERATIVE CLAUSE

The indemnity will cover individual hirers for their legal liability for injury/illness to third parties and/or loss/damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the hirer under the terms of the hiring agreement.

LIMITATIONS

For loss/damage caused other than by Fire or Explosion, cover is limited to £10,000 per hiring and is subject to an excess of £100.

Damage resulting from Fire or Explosion is limited to £10 million.

EXCLUSIONS

Political Meetings and Professional Entertainment Promotions.
Commercial or trade hiring.

PREMIUMS

The premium is charged at 9% of the basic hire charge, plus Insurance Premium Tax (IPT).

If a group is affiliated to the school or establishment they can obtain a special rate, details of which can be supplied by contacting the Litigation, Insurance and Risk Management Section at West Sussex County Council.

Name of School/College:

September 2020

Reference Number of Hiring

This form should be completed and returned to the School/College as soon as possible. If the application is accepted, a copy of the form will be returned to the Hirer.

- Name of Organisation;**(The Hirer).
- Name, address and telephone number of person responsible for organising the letting to whom all correspondence should be sent:

.....
.....

- The Hirer applies to use the School/College premises on:(date)

from	am/pm
to	am/pm

for the following purpose(s):
(specify precise nature of proposed function and whether to be private or public)

- Parts of Premises required:

Please Note:
The hiring will be confined to the use of the premises as set out above.
If the Hirer wishes to use any other part of the premises, separate application must be made as early as possible.

- Do you require the accommodation to be heated? **YES/NO**

If heating is required, please state times: from am/pm
to am/pm
- Will there be a public entertainment or public performance of a play? **YES/NO**
- Is it proposed to apply for a Justices' Occasional Licence for the function? **YES/NO**
- Will use of the kitchen areas be required for preparing refreshments? **YES/NO**

If YES, please supply details on an accompanying sheet.

- Will the use of any special equipment be required? **YES/NO**

If YES, please specify:

- Any other special requirements? **YES/NO**
e.g. seating arrangements, Caretaker/Premises Officer to be in attendance?

If YES, please specify:

- Conditions of Hire and Indemnity.**

September 2020

CONDITIONS OF HIRE & APPLICATION FOR HIRE OF SCHOOL/COLLEGE PREMISES FORM SL1

If the Hiring is agreed the Hirer undertakes and agrees:

- (a) to pay the hiring fees and insurance premium totalling: £

(If the charges are specified here, a cheque for the full amount must accompany this application. If the charges are not specified here, they will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval).

- (b) to comply with the Conditions of Hire including the indemnities set out in Conditions 7 and 8, and the insurance requirements in Condition 8.

HIRER

Please check that you have a copy of the Conditions of Hire

Dated: Day Month Year

Signed: (I certify that I am over 18 years of age)
(for and on behalf of the Organisation)

Please tick the box if the hirer's cover provided by West Sussex County Council's insurers is required

If not, please supply a copy of your own insurance policy/broker's letter confirming comparable cover.

Emergency Procedures for Outside Hirers of the School

There must be a responsible person in charge of the activity. This person will be the co-ordinator in the event of an emergency. Ideally there should be another person appointed as a marshal to assist in the event of an emergency for groups up to 25 in number. For each additional 25 persons present an additional marshal should be appointed.

On the first visit the responsible person of the activity should be shown the location of fire extinguishers, evacuation routes, set off devices such as manual call boxes, evacuation exits, outside routes and the emergency assembly area by the school.

On each visit the responsible person must ensure all evacuation routes are unobstructed and all escape doors leading from the activity area can be easily opened. Any concerns should be reported back to the school or if no one is available and there is a serious concern, such as a locked fire door, careful consideration should be given to letting the activity take place.

Any changes to fire devices and/or fire escape routes must be informed to the responsible person before the activity takes place along with alternative arrangements.

The responsible person must be aware of persons present in their activity. An attendance sheet may be the easiest way of achieving this.

Note: The activity should not involve potentially hazardous materials. Any questions on possible activity hazards please contact a senior member of the school before the activity starts.

Evacuation Procedure

In the event a fire is discovered, the nearest safe fire alarm set off device should be activated.

The alarm sound is a siren.

On activation of the alarm the responsible person is to start the evacuation using the nearest safe exit (or multi-exits for large groups). The evacuation should be done in an orderly fashion without panic with the responsible person leading the activity members to the assembly area.

The assembly area is the main school car park.

At the assembly area a roll call should be taken to ascertain if there are any missing persons.

In an evacuation, if it was thought there was a missing person or persons, careful consideration should be given to the appointed marshal(s) checking areas such as toilets. They would do so at their own risk and should take care on opening any doors that there was no fire present on the other side. They should not go into any part of the building that is on fire.

It is not expected that persons involved in the activity will fight fires. The evacuation of people is to take precedent. However if there are persons present who have had fire extinguisher training, are not involved with the evacuation, the fire is minor and easy to extinguish they would be very useful in extinguishing minor fires. They would do this completely at their own risk.

If there are any persons in the activity who may struggle to leave the building in an evacuation (such as a wheelchair user or babies in prams) the responsible person must carefully consider what procedures are needed to aid their escape. It may be prudent to have a written policy on this.

If there are school staff present in an emergency they should contact the emergency services. If there are no school staff present, after the evacuation, the responsible person should arrange for the emergency services to be contacted as soon as possible. If a mobile phone is available this could be used at the assembly area or a person could be tasked to use the nearest safe telephone.

In an incident when the emergency services are to attend, the responsible person is to meet them as they arrive. This can be jointly with a member of the school staff if any are present. Here information should be given to the emergency services on if all persons are accounted for or if there are any missing persons and the likely places they may be. If there is any useful further information, such as information on where the fire is, this should also be given.

I, as the nominated responsible person of the activity, have understood the above and will comply with all the relevant requirements.

Appendix 2

Letting of school facility (Inc. covid-19)

Completed by: Tim Laker

Date: October 2020

Review date: October 2021

Circulated to: All hirers

Date shared: October 2020

What are the hazards relating to this task	Who can be harmed?	What are you already doing?	Additional control measures to be implemented	Action needed and owner	Date completed	Risk
A hazard is something with the potential to cause harm e.g. slip trip fall	e.g. staff, customers, visitors, volunteers, students on work experience, trespassers	Identify the control measures already in place and insert below:	Identify any additional controls to be implemented to reduce the risk. What action is necessary?			Likelihood x consequence = risk rate see page 2
Inadequately trained instructors and staff.	Letting.	School checks with the letting for activity specific qualifications, First aid qualifications and DBS certification.				Moderate
Slips, trips and falls.	Letting.	Emergency first aid available on site, provided by the school, for the duration of the letting. The letting should also provide their own first aid cover for their session. Emergency procedures in place for major incidents, sent to the letting prior to the start of their sessions. Minor incidents, accidents and near misses must be recorded and the school must be informed for Health and Safety reasons.				Moderate
Defect of school site causing injury.	Letting.	The facility and school site should be visually checked by the letting before the activity takes place. Any defects in the facility need to be reported to the sites team immediately. Area should not be used if it is perceived to be dangerous.	School sites team contact details are given to all lettings and there is always a sites team member on site for the duration of the letting.			Low
Miss-use of school facility.	Letting.	External lettings are to provide a suitable and sufficient risk assessment of the specific activity taking place				Low

Non-compliance with government guidance	Staff / customers / visitors	Government guidance in relation to what sports, social and community spaces can be used and adhered to at all times				Low
Persons attending letting coming into contact with staff/pupils/ students	Staff and students may be exposed to unknown persons with Covid-19	<p>Persons should not attend if feeling unwell or showing any defined symptoms including new continuous cough or temperature.</p> <p>No letting will take place whilst after school clubs are being run</p> <p>Sufficient time between the end of school day and letting will be allowed to enable all pupils, who do not attend the letting, to leave site safely.</p> <p>The letting will wait by the Main gate and not enter the site until 15 min before there scheduled start time.</p> <p>All students of outside clubs will be escorted by their respective staff around site to maintain social distancing between clubs.</p> <p>The entrance gate is to be closed after each let enters or exits the site to deter unescorted visitors entering the site.</p> <p>All staff to be made aware of what lettings are taking place and when.</p>	If the letting organiser is running late, no member of the Angmering school staff will be asked to cover or supervise students until they arrive.			Low
Excessive numbers of people accessing facilities.	Participants in activities and other persons on site including Angmering staff may become infected with COVID-19	<p>New lettings agreements have been issued with maximum numbers stated for the area being hired.</p> <p>Hirer is to be given clear information on routes and direction of travel to maintain social distancing.</p> <p>Clear information on hirer expectation to fully comply with</p>	Hirer to provide to the school a completed risk assessment as to how they will be managing activities on site (School is not responsible for hirer risk assessment). Maximum room capacities must			Low

	<p>if social distancing is not maintained .</p>	<p>Government guidance, failure to do so will result in letting agreement being cancelled with immediate effect. Site team to monitor agreed arrangements. Site and facilities accessed is controlled so unauthorised persons cannot gain access to site. People not to arrive more than 5 minutes prior to their session starting and not to congregate at the main gate. Parents are not allowed on site. They may wait in their vehicle which can be parked on the road outside the school. Following sessions, lettings are to immediately leave site via the main school gate.</p>	<p>have been assessed. These must take into account activities taking place. Where indoor lettings are taking place, maximum capacities should be assessed referring to social distancing guidelines. School staff are not responsible for enforcing social distancing of persons attending lettings on school site.</p>			
<p>Access to welfare facilities.</p>	<p>Individuals taking part in activity.</p>	<p>Specific welfare facilities to be allocated for hirer. Welfare facilities to be cleaned between school use and lettings use, and after hirer use before start of school day. Persons attending lettings should arrive ready to participate, no changing and showering facilities will be provided.</p>				
<p>Contamination of school facilities with COVID-19.</p>	<p>The Angmering school staff, students and visitors could become infected with COVID-19 from infected surfaces.</p>	<p>Strict lettings agreements in place for use of school facilities. No school equipment to be used by hirers or persons attending sessions. School equipment that is not to be used by letting is to be locked/secured. Touchpoints of any area(s) being let will be thoroughly cleaned after letting prior to staff and students accessing i.e. gate handles, gates into</p>				

		school premises, handrails. Welfare facilities will be cleaned prior to school use a long with any touch points on the route. All internal doors are to remain open. This will minimise touch points as students/staff will be able to avoid touching handles and doors.				
Insufficient communication of information to hirer.		Clear information given to hirer on car parking and access to building, fire evacuation procedures, and access to first aid.				

Review date	By Whom	Date shared with staff	C
October 2021			
Comments/amendments			

Risk rate guide

Likelihood		Consequence	
1	Very unlikely	1	Minor injury scratches bruises, no noticeable damage to property or insignificant effect on the environment.
2	Unlikely	2	Moderate injury shock, superficial damage to property or minor damage to the environment.
3	Likely	3	Serious – Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment.
4	Very likely	4	Significant – person taken to hospital or major damage to property or environment.

Overall Score	Risk Factor
1	Very Low
2	Low
3 - 6	Moderate

8 - 12	High
16	Very High

Risk factor matrix

Consequence	Likelihood			
	1	2	3	4
1	Very Low	Low	Mod	Mod
2	Low	Mod	Mod	High
3	Mod	Mod	High	High
4	Mod	High	High	Very High