NYES | Health and Safety

LETTINGS PROCEDURES

Glusburn Community Primary and Nursery School

General Statement

The organisation recognises that it has responsibilities to ensure the health safety and welfare of staff, visitors and contractors. For this reason, we have devised a procedure which sets out our approach in both identifying risks and adequately managing them. Further guidance with reference to leasing and letting of NYC premises can be obtained from the site finance manual.

Legal Position

For the purposes of this procedure, an outside group is a group or body hiring or granted permission to use the premises either during or outside normal hours. This will always be a planned or pre-arranged booking arranged through the nominated person and agreed by the responsible person.

Risk Assessments/Method Statements

A suitable and sufficient risk assessment must be completed and implemented in conjunction with this procedure.

All event organisers and associated third parties/contractors will be required to provide their own risk assessment and method statement for their proposed event, along with evidence of any required insurances, qualifications, certification, or equipment inspection and testing schedules. (Copies of which may be retained by the site). All contractors will be required to have five million pounds of public liability cover.

Procedures

- The site will ensure the provision of appropriate heating and lighting.
- The site will ensure that there is appropriate toilet and sanitary provision located as close as is reasonably practicable to the agreed area to be used.
- The user group must ensure appropriate and effective First Aid Provision. Site first aid equipment must not be used.
- All accidents must be reported to the site.
- Names and addresses of at least two witnesses will be required where possible.
- The user group must ensure appropriate and effective emergency communication by means of their own mobile phone.
- User groups responsible for unlocking and locking the building must ensure site security.
- The site will ensure that all emergency equipment is maintained and that smoke detection is checked weekly, emergency lighting is checked monthly, fire extinguishers will be maintained on an annual basis.
- The boilers will be subject to an annual service contract certification available on request

from the site.

- The outside play equipment must not be used by user groups.
- Adequate outside lighting will be provided. Any faulty or damaged lighting must be reported to the site.
- Weather conditions must be assessed by the group organiser before the event to decide if the event should continue or if safe access and egress can be maintained.
- If the site closes due to adverse weather conditions notice will be given at the earliest available opportunity to the group organiser who will then be responsible for informing their user group.
- The site will provide effective emergency egress by identifying effective means of escape and signing exits.
- Fire doors from their area of use will always be accessible and available in the event of emergency.
- User groups must stay within their agreed usage area and not move about the site unless invited to do so by an authorised site employee.
- The site will provide effective emergency lighting for function areas and escape routes.
- Events will be assessed to ensure the numbers of visitors is appropriate with regards to the venue's occupancy capacity.
- The room used by the user group has a maximum capacity. This has been assessed by the site and limited to **…….** persons.
- Smoking/ drinking of alcohol is prohibited on site premises.
- The site will ensure the effective management of waste by providing bins on site. All user groups will be expected to dispose of waste responsibly. This is so as not to produce hazards associated with fire, pests (vermin), environmental damage, or dangers associated to trips, slips and falls.

Communication

- An initial meeting will be held between the site's nominated person and the external group organiser to ensure the user group receives a copy of the procedure and familiarise themselves with the room to be used.
- The school will ensure that all user groups are instructed in the school's fire evacuation procedure and muster point location.
- Users will be made familiar with the asbestos management survey to ensure that users are made aware of the location of relevant asbestos containing materials (ACM's) and associated emergency procedures. All damaged ACM's must be reported immediately to the site's nominated person.
- In the event of an emergency, user groups must contact the emergency services and the site's responsible person.
- Relevant phone numbers will be passed to the user group leader as part of the induction process.
- Failure of services i.e. gas and electric, water must be reported to the site's responsible person for investigation and repair and must not be dealt with by user groups or unauthorised individuals.
- Organiser of single events must inform site users of the premises of the arranged emergency evacuation procedures.

User Groups

All user groups must ensure that this procedure is adhered too. The organisation reserves the right to terminate the agreement to use its premises.

User Group:	
Group Leader:	
Signed:	
Date:	
Site Nominated Person:	
Signed:	
Date:	
Review Date:	