



Facilities Hire Terms and Conditions (SS-09)

Ratified by Governors:	Mr R Crozier, Chair of Finance & Staffing Committee
Signature:	
Date:	24/09/2024

Ratified by SLT:	Mr R J King, Headteacher
Signature:	
Date:	24/09/2024

Committee Responsible:	Finance & Staffing
Author:	Mr M Smillie
Complies with Equality Scheme:	Yes
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Version Number:	10
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Version	Date	Comments	Author
02	04.04.17	To include Safeguarding of changing rooms	ENI
03	20.10.17	Updated to include, Prevent, fire procedure and dog free site	ENI
04	01.02.19	To include log of attendees	PHE
05	01.02.20	Updated mobile numbers. Addition of legislation guidance documents	ENI
06	17.05.21	No Change	ENI
07	19.01.22	Major update to reflect Keeping Children Safe in Education, Sept 21	ENI
08	04.03.22	Strengthening of the hirers responsibilities for safeguarding	MSM
09	28.08.23	Updated safeguarding contact details to refer to DDSL (ADO)	MSM
10	24.09.24	Updated for School Hire, Staffing and minor amendments	MSM



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Letting Arrangements

Cockermouth School welcomes the opportunity to share the school with the community and it will be open for letting on a regular basis, for a variety of purposes. The School reserves the right to use its facilities for its own use, giving reasonable notice. Letting charges will be used to support the budgetary costs of the school.

Our lettings arrangements operate within the framework of our Equality Scheme and Equality Objectives.

Each application for lettings will be treated individually, but with the following criteria being taken into consideration:

AVAILABILITY AND SUITABILITY OF PREMISES

- Do we wish to let the premises?
- Is the booking an appropriate use of our building?
- Which parts of the premises should be let?
- What arrangements are needed for the opening and closing of the building?
- Can we ensure Security of the building?
- Will facilities for Disabled persons be required i.e. accessibility to buildings, toilet facilities etc.?
- Are 'letting' rooms suitable for community use? i.e. sufficient space, adequately heated and lit.
- Can access to facilities be gained without going through areas restricted to school use such as classrooms and staff areas?
- Is there sufficient external lighting to allow safe access and egress?

The School reserves the right for Staff to enter the venue/facility at all times.

EXEMPTIONS

- The School will not allow its premises to be let to persons or organisations that in the Governor's view, disturb the principles of community cohesion, or bring the school into disrepute.
- Lettings will not be made to persons under 18 years of age. The school will ask for evidence of adulthood where the person 'appears' not to be 18 years or older.
- Lettings will not be made to persons or organisations that do not provide evidence that they have Public Liability Insurance (£5 million Public Liability Insurance) unless the letting is to a private individual e.g. for a birthday party/anniversary etc.
- The Governing Body will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.

INDEMNITIES

- The Hirer shall indemnify the School against all actions, proceedings, claims and demands that might arise as a result of use of the premises by the Hirer, except where Occupiers Liability legislation applies.
- The School shall be fully indemnified from and against all actions, proceedings, costs, claims or demands arising out of the performance copyright works on the School premises.

LOCAL CONDITIONS

- No alcohol shall be brought or consumed on school premises or any part thereof.
- No alterations or additions to the electrical installations at the school may be made.
- No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Headteacher and shall be returned to their original state immediately after use, at the expense of the Hirer.
- Where any use involves the erection and/or dismantling of a stage, this will be carried out by the Hirer at his/her expense and at his/her own risk.

- All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Headteacher.
- Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted by the Headteacher.
- No advertising may be placed in any area of the school premises without the direct permission of the Headteacher.
- Arrangements for the control of vehicular and pedestrian access to and around the school site must be considered having regard to the different activity periods associated with the various users/Hirers.
- The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the Hirer after inspection and will remain the Hirer's responsibility during the letting.
- If the terms and conditions of hiring are contravened in any way, the Headteacher reserves the right to cancel any permission for further use and will inform the Hirer in writing. In such event, the Hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
- It is the responsibility of the Hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.
- The School operates a strict No Smoking policy where smoking is prohibited across the whole school site. It is not permitted to smoke inside vehicles that are parked on the school grounds.
- No dogs are permitted on the School site; the only exception being guide or assistance dogs.
- The use of the School facilities is solely for the use of the hirer and their associated members as stated on the booking form. Spectators are not permitted to enter the School unless prior arrangements have been made with the booking team. Toilet facilities are not for use by the general public.
- It is the responsibility of the hirer to ensure that the correct footwear is worn for specific activities. Indoor non-marking soles and, for outdoor activities, appropriate outdoor studded boots, Astroturf boots or track shoes are mandatory. Cultural differences and the specific needs of disabled people will be respected.

SAFEGUARDING ARRANGEMENTS

- When the Governing Body hire or rent out school facilities/premises to organisations or individuals (e.g. to community groups, sports associations, and service providers to run community or extra-curricular activities) we must ensure that appropriate arrangements are in place to keep children safe. This does not apply to lettings to family organised events e.g. birthday parties/anniversaries.
- When services or activities are provided by the Governing Body, under the direct supervision or management of the school staff, the setting's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The Governing Body will therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. Appendix A provides a checklist for school use when checking the safeguarding arrangements of a Hirer/childcare provider. This checklist will also form part of the 'Conditions of Hire' agreement.
- The Governing Body will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.
- Those hirers using the changing facilities and/or who have visiting spectators are required to ensure safeguarding practices are in place at all times. Organisations hiring facilities at the school are required to comply with their own codes of conduct for safeguarding and behaviour at all times. This is to ensure safety and security of all users of the facilities.

Hirers accept that they have responsibility and accountability for the safety of those attending their events on School premises including for safeguarding.

Cockermouth School Designated Safeguarding Leads (DSL) are:

Lead DSL - Mr Steve Milledge, milledges@cockermouthschool.org

Deputy DSL – Mrs Sarah Johnson, johnsons@cockermouthschool.org

Deputy DSL – Mrs Mandy Doyle, doylem@cockermouthschool.org

CHARGES

- Charges for Lettings may be reduced or waived at the discretion of the Headteacher.
- Hire of the school facilities are charged by the hour. A minimum of one hour will be charged for any bookings made that are less than one hour in duration.
- The school must receive payment for one-off lettings seven days prior to the day of letting. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation – see below.

CANCELLATIONS

- The Governing Body (via the booking officer) must be notified of any cancellation at least 7 days prior to the date of let. However, notification at the earliest possible time is appreciated.
- Where notification is given to the Governing Body (via the booking officer) at least 7 days prior to the date of the let, any pre-paid booking fees will be refunded in full. Your custom will be welcomed again at any time in the future.
- Where a cancellation is made by the Governing Body of the school, the Hirer will be entitled to a full refund of any pre-paid booking fees. The Governing Body will endeavour to notify the Hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.
- If the school field is water-logged or the facilities are deemed unplayable due to weather conditions the Headteacher has the right to cancel the activity.

Please note: The above conditions apply for cancellation of total or part of a booking.

Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge (if any) will still stand.

ADMINISTRATION

Governors have adopted the following procedures:

- The Headteacher will make arrangements for the management and approval of lettings applications.
- All applications should be in writing and accompanied by evidence of third party and public liability insurance and, where relevant, appropriate Safeguarding Children Procedures (child protection/safeguarding policies & procedures where unaccompanied children are present).
- Credit facilities will not be given. All payments for one off or short term lets should be made in advance of the lettings.
- Block bookings are accepted on the basis that a maximum 52 weeks only can be booked per activity at any one time, any deviation from this will require prior agreement by the School. Payment arrangements will be made at the time of booking for block bookings. If the hirer fails to comply with these payment arrangements, the School may cancel and reject any future bookings.
- The use of equipment (e.g. pianos, gym equipment, projectors, screens, flip charts etc.) may incur additional charges and is subject to approval from the bookings team. Hire of the school stage is not permitted unless prior agreement has been sought.

DAMAGE TO THE SCHOOL BUILDING OR SCHOOL PROPERTY

- The school Site Team will inspect the building, and school property as part of their Lettings Duties, at the end of the letting.
- The Hirer is responsible for insuring their own staff and equipment and shall reimburse the School for any damage caused during the period of hire. Any damage caused must be reported to the Site Team or Headteacher.
- The Headteacher will estimate the costs of any damage and inform the organisation/individual as soon as possible.
- Advice will be sought from legal services if necessary.
- An invoice for the damages will be raised and sent as soon as an accurate figure can be obtained.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought onto the premises at the sole risk of the owner.

HEALTH AND SAFETY

- Appendix C attached to these Arrangements "Conditions of Hire", accompanies the Lettings Booking Form (Appendix B), which are sent out to all requests for a letting. It includes information on Site Security, Fire Safety, First Aid and Accidents and Welfare arrangements and other local conditions of use.
- Any incident or accident must be reported, in the first instance, to the Site Team or Headteacher and accidents recorded in the School Accident Book – by completing Appendix D and emailing to reception@cockermouthschool.org so the incident can be recorded in the School Accident Book
- The School reserves the right to require sight of risk assessments carried out by organisations using the School premises in advance of any Letting.

During a pandemic e.g. Covid-19:

We will expect each Hirer to have their own pandemic risk assessment in place which we are satisfied with. This should include as a minimum the key elements of infection control according to national and local public health legislation & guidance in force at the time of the activity taking place (e.g. not attending or going home if symptomatic or have had a positive test result for example; testing; hand/respiratory hygiene; enhanced ventilation and cleaning, attendance number restrictions etc.). Hirers must also comply with any control measures we have in place as advised by the school.

These Arrangements will be reviewed in the light of any incidents that have arisen arising out of a new Letting to ensure that the Arrangements remain appropriate; that Health and Safety standards are met; that the Arrangements ensure adequate protection for the school grounds and building, and for school staff/students.

A member of the site management team will be on duty at all times. A duty member of staff can be contacted on the following one of the following mobile numbers should assistance be required during the hire period:

Tony Nicholson:	07725111228
Simon Foye:	07821003637
Richard Pawson:	07933063121
Mark Williamson:	07542229176
Paul Heap:	07783561866

COCKERMOUTH SCHOOL
Basic safeguarding checklist of requirements for all Hirers of school premises
Note: All Hirers of the school premises must have regard to the DfE non-statutory guidance: Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings.

APPENDIX A

Safeguarding requirement	Expected standards	Standards met (Y/N)	Checked by
Health and Safety	<ul style="list-style-type: none"> Must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified; Must have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (e.g. call 999 if a child is having an asthma attack); must have a fire safety and evacuation plan; should have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies. 		
Safeguarding and child protection (unaccompanied children present)	<ul style="list-style-type: none"> must have a child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members; should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (e.g. abuse and neglect, child on child abuse, extremism and radicalisation); should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children; should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training and who can liaise with the host school in the event of a safeguarding concern being raised; Must have plans for supervision and management of changing facilities as these are shared and ensure their members comply with their own codes of conduct. Responsible for conduct of visiting spectators should provide parents with the name of the DSL so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority’s children’s services (Cumbria Safeguarding Hub 0333 240 1727) or the NSPCC helpline number (0808 800 5000); should have contact details for the DSL (within the provider organisation) and the local authority designated officer (DO) (0300 303 3892) and know the local referral route into children’s social care (Cumbria Safeguarding Hub 0333 240 1727); 		

Safeguarding requirement	Expected standards	Standards met (Y/N)	Checked by
	<ul style="list-style-type: none"> should hold details of the school DSL where the premises are provided by the school in order to liaise with them on child protection issues affecting the school where the children normally attend. 		
Suitability of staff and volunteers	<ul style="list-style-type: none"> must ensure staff and volunteers have had relevant pre-employment checks (e.g. DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf; should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment. 		
Governance	<ul style="list-style-type: none"> should have a clear complaints procedure; should have an effective whistleblowing policy. 		

Policies/procedures viewed/copy received (where unaccompanied children are present)	
Policy/procedures	Copy viewed / received Yes/No
Child Protection/Safeguarding Policy and procedures (where unaccompanied children are present)	
Child Protection Training Certificates	
Health and safety Policy and procedures	
Risk Assessments (if applicable)	
Confirmation of DBS certificates for those in Regulated Activity	
First Aid Certificates	
Whistleblowing procedures	
Complaints procedure	
Events notification/licence (if applicable)	
Insurance certificate/schedule (public liability)	
Hirers DSL contact details	

APPENDIX B

COCKERMOUTH SCHOOL

LETTINGS BOOKING FORM

The information below is to be provided by the person responsible, on behalf of the Hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Lettings Arrangements are adhered to at all times. Bookings are made online via School Hire:
<https://schoolhire.co.uk/>

ORGANISATION			
CONTACT NAME			
TELEPHONE NUMBER			
EMAIL ADDRESS			
INVOICE ADDRESS			
POSTCODE		Number of Adults	
		Number of Accompanied Children	
		Number of Unaccompanied Children	
FACILITY REQUIRED Please tick all that are required (note – hirers must supervise use of toilets by children in line with their organisation’s safeguarding duties).	Full Astro Pitch	AGE GROUP Please tick one	Senior Rate (over 18 years)
	Half Astro Pitch		
	Third Astro Pitch		
	Changing Rooms		
	Pavilion		Junior Rate (under 18 years)
TIME OF HIRE	Start:	Finish:	
DATE RANGE or INDIVIDUAL DATES REQUIRED			

APPENDIX C

COCKERMOUTH SCHOOL

CONDITIONS OF HIRE

GENERAL CONDITIONS

- The person signing the Booking Form shall be considered the 'Hirer' and must be over 18 years of age.
- The person/organisation requesting the letting (the Hirer) has the responsibility to provide evidence of Public Liability Insurance (£5 million minimum) for the period of the Letting.
- Where the Governors hire or rent out school facilities/premises to organisations or individuals (e.g. to community groups, sports associations, and service providers to run community or extra-curricular activities) we are required to ensure that appropriate arrangements are in place to keep children safe.
- When services or activities are provided by the Governing Body, under the direct supervision or management of the school staff, the school's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The school will therefore seek assurance that the body concerned (Hirer) has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and will ensure that there are arrangements in place to liaise with the school on these matters where appropriate.
- The safeguarding requirements expected by the Governing Body are set out below as a condition of use and occupation of the premises. Failure to comply with these requirements would lead to termination of the agreement.
- The Governing Body will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- The premises will only be used for the event described on the Booking Form.
- The Hirer will be responsible for ensuring that all activities take place in a safe manner.
- The school will provide use of the playing fields or clean and tidy room (depending on booking type), heating and lighting (where appropriate) , and use of toilet facilities cloakrooms and any furniture where requested and agreed by the school.
- The behaviour and safety of persons on the premises for this booking are the responsibility of the Hirer.
- The Hirer is also responsible for ensuring that access to restricted parts of the school not forming part of the letting is not permitted and that there are sufficient stewards to prevent access to the school premises by any unauthorised third parties.
- A qualified person must be present during all session that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the Hirer to check the qualifications of those supervising such activities and to establish that Enhanced Disclosures are held by all relevant persons.
- The Hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises. No unauthorised electrical equipment shall be used on the school premises.
- Noise levels must be contained to a reasonable level at all times and after 10.30pm no noise shall be audible in any of the neighbouring properties.
- No betting, gambling or gaming is permitted on the school premises.
- It is the responsibility of the Hirer to obtain any necessary licences for the provision of public entertainment.
- The Hirer must ensure that nothing is brought or stored on the school premises which may be offensive, noxious, illegal or dangerous and that may cause damage to the premises or any other facilities or affect the health and safety of any person.
- The Hirer accepts that the Governors may at any time terminate or postpone any single or all bookings at its own discretion and any liability of the Governors for any loss in respect of the termination or postponement shall be limited to the return or any pre-paid hire costs only.

HEALTH AND SAFETY

The Hirer:

- must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified;
- must have first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (e.g. call 999 if a child is having an asthma attack);
- must have a fire safety and evacuation plan;
- should have more than one emergency contact number for each child (where unaccompanied children are present), where reasonably possible, and know of any medical concerns or allergies.

The Learning for Life MAT and Cockermouth school work within a comprehensive Health and Safety Policy and buildings are well maintained and regularly inspected to ensure that standards remain high. If you have any concerns about the Health and Safety of our site, it is your duty to inform the Site Team or Headteacher so that we can take appropriate action. We appreciate your support. The Site Team can be contacted by phone during the letting –

Tony Nicholson:	07725111228
Simon Foye:	07821003637
Richard Pawson:	07933063121
Mark Williamson:	07542229176
Paul Heap:	07783561866

School phones may not always be available, and you must ensure you have a mobile phone to summon medical assistance.

SAFEGUARDING AND THE PROTECTION OF CHILDREN (where unaccompanied children are present)

In order to ensure the protection of children for the duration of the activity, the following conditions are expected of the Hirer:

The Hirer:

- must have a Child Protection Policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members;
- should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (e.g. abuse and neglect, child on child abuse, extremism and radicalisation);
- should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children;
- should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training and who can liaise with the host school in the event of a safeguarding concern being raised;
- should provide parents with the name of the DSL so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services (Cumbria Safeguarding Hub 0333 240 1727 or the NSPCC helpline number (0808 800 5000));
- should have contact details for the DSL (within the Hirer organisation) and the local authority designated officer (DO) (0300 303 3892) and know the local referral route into children's social care (Cumbria Safeguarding Hub 0333 240 1727);
- should hold details of the school DSL where the premises are provided by the school in order to liaise with them on child protection issues affecting the school/schools where the children normally attend;
- should ensure staff and volunteers have had relevant pre-employment checks (e.g. DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf;
- should have regular performance reviews in place to check the suitability and training requirements

of staff and volunteers after their appointment;

- should have a clear complaints procedure;
- should have an effective whistleblowing policy.
- Those hirers using the changing facilities and/or who have visiting spectators are required to ensure safeguarding practices are in place at all times. Organisations hiring facilities at the school are required to comply with their own codes of conduct for safeguarding and behaviour at all times. This is to ensure safety and security of all users of the facilities. Hirers accept that they have responsibility and accountability for the safety of those attending their events on School premises including for safeguarding.

DAMAGE TO THE SCHOOL BUILDING OR SCHOOL PROPERTY

- The Hirer will pay for all damage caused to any school property including but not limited to fixtures/fittings/sports and any other equipment as a result of the hiring.
- The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
- No stiletto heels or similar objects are allowed in the gym/hall area.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

SITE SECURITY

- The school has a Security Policy and utilises CCTV and site management team presence. Entry to the rear of the school is via a remote operated gate with an intercom that allows all visitors to be vetted.
- During the Letting, the person responsible (the Hirer), must be vigilant in ensuring that people do not attempt to enter parts of the school that are not let.
- As people are leaving the building during or at the end of a Letting, the Hirer or other designated person must be present at the front exit, to prevent anyone from entering through the remote operated door as people are leaving.
- The Hirer must ask all those attending the Letting to ensure that they do not take any action that could jeopardise the security of the building.

PARKING ARRANGEMENTS

- Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area. The Hirer must maintain safe entry and exit from the premises, provide and maintain clear access for emergency vehicles and service vehicles and observe any 'no parking' restrictions.
- The school is not responsible for any damage to, or theft from cars parked in the car park, and those attending the Letting should be informed of this by the Hirer, as part of the introductory Health and Safety information.

FIRE SAFETY

- A map of the school showing the emergency exits from the room/s you are hiring, clearly marked, is available in all rooms.
- On entry to the building for the Letting, the Hirer must make themselves aware of the position of the emergency manual call points; and the nearest emergency exit from the room(s) they are hiring.
- You must have identified in advance, the person who would act as a Fire Warden: i.e. the person who would make sure that all those attending the letting had left the common areas, toilet areas and the room(s) you are hiring, via an emergency exit; and that someone had activated the Fire Alarm.
- All final exit routes from the building have an emergency manual call point. The Hirer should prepare and familiarise themselves in advance by walking the most obvious emergency exit route

from the room(s) hired to that route's final exit point and noting the position of the call point.

- Fire Extinguishers are positioned at key locations. **You are not expected to use a Fire Extinguisher in the event of a fire although you can tackle a small fire if you have been trained to do so and can do so without putting yourself or others at risk.**
- At the start of your Letting, you must ask each person to sign an attendance sheet which has the person's name clearly written, the purpose of the Letting and the date of the Letting.
- Before proceeding with your event, you must give basic fire safety information to those present as follows:
 - Point out the emergency evacuation exits, signposted in white on a green background.
 - In the event of a fire, the alarm will sound – it sounds like continuous siren.
 - You should leave the building by the nearest fire evacuation route/exit and gather at the designated Assembly Point – on the hard courts in front of the Astro turf.
 - If you need to leave the building in the case of an emergency and the alarm has not sounded, then the alarm should be activated using the nearest Emergency Call Point on your way out of the building.
- Telephone the Fire and Rescue Service providing the following information:
 - Your name
 - The name of School
 - School address
 - Contact telephone number
 - Details of the fire (if known)
- Undertake a head count and use the 'Attendance' sheet to identify that all persons have been accounted for. If anyone is found to be missing this must immediately be reported to the Fire and Rescue Service on arrival.
- Under no circumstances should anyone re-enter the building until the 'all clear' has been given by the attending Fire Service Officer.
- Once all persons have evacuated the building and Fire and Rescue Services have been summoned, contact must be made with the Site Team;

Tony Nicholson: 07725111228
Simon Foye: 07821003637
Richard Pawson: 07933063121
Mark Williamson: 07542229176
Paul Heap: 07783561866

- The school No Smoking Policy MUST be adhered to at all times both inside the building and on school grounds.
- No naked flames (open fires or candles) are permitted without the express permission of the Headteacher and production of a suitable and sufficient risk assessment which identifies how risks will be managed. Birthday candles are not permitted.

FIRST AID AND ACCIDENTS

- The Hirer should have a fully charged mobile phone on their person so that in an emergency, the appropriate emergency services can be summoned.
- The Hirer is responsible for First Aid provision during the letting.
- There should be a competent person who is trained and available to give First Aid. It is the responsibility of the Hirer to arrange for a suitable basic First Aid kit to be available throughout the duration of the hire.
- Any incident or accident must be reported, in the first instance, to the Site Team or Headteacher. Detailed information regarding any accidents must be emailed to heapp@cockermouthschool.org within 24 hours, so that the event can be recorded in the School Accident Book by completing Appendix D and emailing to reception@cockermouthschool.org

WELFARE ARRANGEMENTS

- You will be made aware of the nearest adult /student toilets to the room(s) you are letting, including those facilities for disabled persons.
- In an emergency, the occupant of the Disabled Toilet can summon help by pulling on the red cord. A buzzer will then sound, and a light will come on above the door. The alarm can be turned off by pressing the reset button on the right hand wall near the door. The door can be opened from the outside using a coin in the slot of the lock.
- Only adults preparing food/refreshments are permitted access to the Eco Centre kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times.
- If you are using kettles to make drinks, we ask you to take proper care for your own Health and Safety. Please mop up all spills carefully, at once, so that there can be no risk of slipping.
- Wet Floor signs are available by contacting the site management team.
- No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without the necessary license, and this must be shown in advance to the Governing Body – it will be the responsibility of the Hirer to obtain all necessary licences.
- No food or drink is allowed in any area except designated social areas unless prior written permission has been granted.

During a pandemic e.g. Covid-19:

We will expect each Hirer to have their own pandemic risk assessment in place which we are satisfied with. This should include as a minimum the key elements of infection control according to national and local public health legislation & guidance in force at the time of the activity taking place (e.g. not attending or going home if symptomatic or have had a positive test result for example; testing; hand/respiratory hygiene; enhanced ventilation and cleaning, attendance number restrictions etc.). Hirers must also comply with any control measures we have in place as advised by the school.

The Hirer's signature on the Lettings Booking Form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Arrangements.

APPENDIX D

COCKERMOUTH SCHOOL				
ACCIDENT RECORD				
DETAILS OF PERSON INVOLVED IN THE ACCIDENT				
Name				
Home address				
Postcode				
Occupation				
DETAILS OF THE PERSON FILING IN THIS RECORD				
Name				
Home Address				
Postcode				
Occupation				
DETAILS OF THE ACCIDENT (use additional sheet if necessary)				
When did it occur?	Date		Time	
Where did it occur? State room or place				
State what happened and give the cause if you can				
Did the person involved in the accident suffer any injury? If so, what injury?				
Please sign and date this record.	Signature			
	Date			
FOR THE SCHOOL ONLY				
Only complete this section if the accident is reportable under the Reporting of injuries, diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).				
How was it reported?				
Date reported				
Signature				

Report Number		Book Number		Date	
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Headteacher:
Mr R J King BSc

Chair of Governors:
Mr A Rankin

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