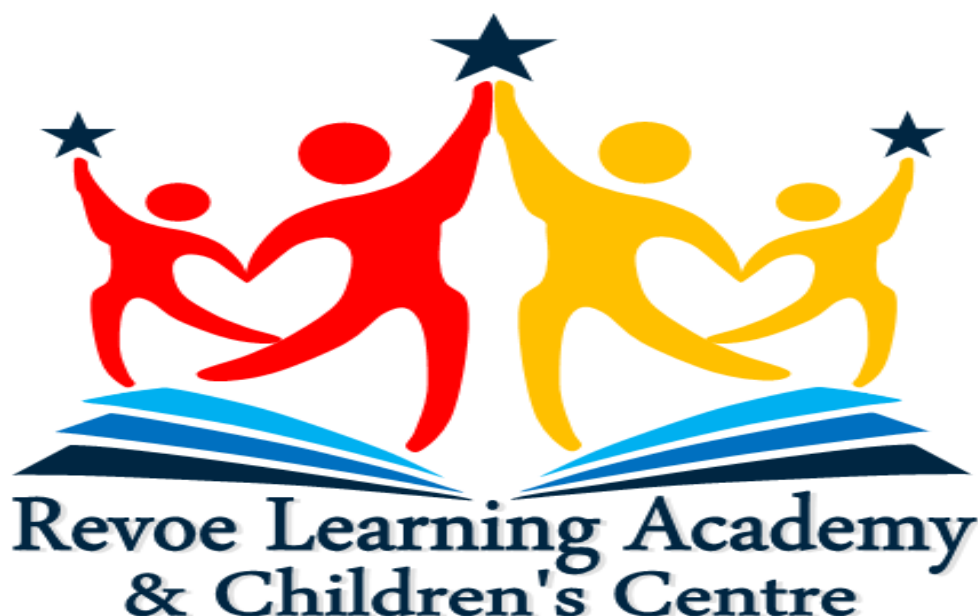


# Our Building Maintenance, Development and Lettings Policy



**Redrafted May 2016**

We believe that the Academy buildings should be regularly maintained to a high standard and consideration should be given to the development of the whole RLA site in ways which will benefit the children, staff, parents and community.

The Premises Manager, Business Manager and Headteacher monitor the maintenance of the building to keep abreast of any areas needing action. The Headteacher, Premises Manager and members of the Health & Safety Committee inspect our Site at least annually and inform the Governing Body of maintenance issues and suggest areas for development.

The Headteacher, Premises Manager and Business Manager draw together a rolling programme of maintenance and repair within the Academy Development Plan.

Funding bids are presented to the Governors.

RLA continues to purchase Property Services from the Local Authority and work in close conjunction with the School Buildings Officer.

'RLA: A place where we all ... **R**espect. **L**earn. **A**chieve.'

## **RLA PREMISES LETTINGS' POLICY**

The outline of this policy is to encourage "out of school hours" use of RLA's premises for the enrichment of community activities for young and old in so far as it does not prejudice either the fabric of the buildings, play areas and equipment, or adversely affect the quality of life of the adjacent residents.

We aim to enable access to all RLA facilities for disabled persons. This includes access to extended school services and functions.

The policy document will be reviewed annually in the light of experience, any changes made to Local Authority guidelines or to our Development Plan.

## **PROCEDURES AND REIMBURSEMENTS**

1. Limitations on the use of RLA premises shall be in accordance with Blackpool MAT and Local Authority guidelines.
2. Applications for use of our premises shall only be considered valid if presented to RLA in writing. Application forms are available on request from the Academy. All parties wishing to hire the facilities must hold valid public liability insurance and DBS clearance if the purpose of the hire includes children or vulnerable adults.
3. The schedule of dates of availability of premises and parts thereof bearing in mind the Academy's own out of hours use requirements and holiday periods shall be made available to prospective applicants to be used as the basis for their programme of bookings. Reference shall be given to accommodating existing regular bookings made by already approved groups. Dual use bookings shall be accommodated wherever possible. The Governing Body or its appointed representative(s) ruling on bookings shall be final, however, alternative timetabling will be considered wherever practicable.
4. Scale of charges and reimbursement procedures shall be in accordance with the charges set down by the Governing Body and be subject to annual review.
5. Regular bookings should be confirmed by applicants every 12 months. Cancellation of bookings require 4 weeks notice otherwise they will be charged at full rate.
6. In the case of a conflict of interest occurring between two groups under dual use, resolution should be sought by the Governing Body or its appointed representative(s) by consultation with the parties concerned. The ruling of the Governing Body or its appointed representative(s) shall be final.
7. The Governing Body should ensure that RLA's Health & Safety policies and procedures cover use of RLA's premises by outside bodies out of school hours.
8. The hirer is to be made aware of our Site and emergency procedures. A signed information and lettings agreement form must be completed.

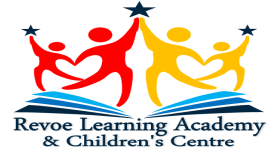
### **Evaluation and Review:**

The maintenance, development and letting of the building are evaluated by the Governors at least annually and this policy will be regularly reviewed and updated.

# Revoe Learning Academy



Grasmere Road,  
Blackpool.  
FY1 5HP



Headteacher: Mr. D. Harrison  
Deputy Headteachers: Mrs. H. Raistrick  
Mrs. S. Swinson  
Assistant Headteacher: Mrs. K. Bastow  
Business Manager: Mrs. J. Heywood

To contact us at RLA, you can ...

Email: [admin@revoe.blackpool.sch.uk](mailto:admin@revoe.blackpool.sch.uk)

Phone: 01253 763414

Or, to find out more about RLA, please visit:  
[www.revoelearningacademy.co.uk](http://www.revoelearningacademy.co.uk)

## Lettings Information and Agreement

### Fire Evacuation Procedures

- On discovery of a fire raise the alarm by breaking the nearest Fire Alarm call point and evacuate the building by the nearest clear fire exit. Proceed to the assembly point which is situated adjacent to the First Step Centre on the Multi Use Games Area (MUGA) (please be aware that out of school hours this is a public area & caution must be exercised). Once the alarm is triggered the fire brigade will automatically be called out by the monitoring station and Peter Fish, Site Supervisor will respond or out of hours Security will be alerted.

Contact numbers: Revoe Learning Academy: 01253 763414

Premises Manager (Peter Fish): 077075 99419

Children's Centre: 01253 798016

Security: Office Hours: 01253 476306/07717 225 307

Emergency: 07711 095 214

### Other information

- Revoe Learning Academy & Children's Centre premises is a no smoking site.
- Toilets are available at the main entrance including disabled facilities for users hiring the hall. Toilets are available in the foyer including disabled facilities for users hiring the First Step Centre.

### Information from the Hirer:

- Public Liability Insurance
- DBS certificate (if purpose of hire includes children or vulnerable adults)

In addition the hirer must ensure adherence to the following:

- A register is completed for attendees
- Contact details are available for all children and vulnerable adults
- An application for use of the premises has been completed and agreed by the Governors including contact details of the hirer.
- If the purpose of hire includes children or vulnerable adults then at least 2 members of staff are present at all times one of which must be a trained first aider.
- Staff are trained and competent in the delivery of sessions (where relevant)
- First aid provision is available and procedures are in place in the case of serious illness
- A risk assessment has been completed for the event which all parties involved are aware of and a signed copy is held by the hirer

SIGNED ..... DATE .....

PRINT NAME .....

'RLA: A place where we all ... **R**espect. **L**earn. **A**chieve.'