



BURY
GRAMMAR SCHOOL

Lettings Policy for Hirers

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THE BURY GRAMMAR SCHOOLS TRUSTEE LIMITED

LETTINGS POLICY FOR HIRERS

Rationale

The Directors of The Bury Grammar Schools Trustee Limited welcome members of the local community to hire Bury Grammar School's premises to enhance the sporting education of children, provided that any letting is not detrimental to the School or our pupils. The aim is to promote the interests of local children and to share our facilities with the local community.

Guidelines

- The School hires our facilities to those groups that promote the education, sporting and otherwise, of children.
- Where demand for booking is high, priority shall be given to groups that promote the education of sport to children.
- BGS has a licence to use external lighting until 10.30pm and as such all lettings must end at 10.30pm.
- All hirers must comply with the agreements set out in the hiring agreement.
- All hirers must be aged over 18.
- All hirers must secure insurance cover for the letting, including for public liability.
- Associated premises and grounds are strictly non-smoking areas. This includes e-cigarettes.
- The School is not responsible for any loss or damage to vehicles parked on their premises, or their contents.
- The School does not hire out grass playing fields.
- All lettings will be at the discretion of the Directors of The Bury Grammar Schools Trustee Limited, who may refuse lettings if they consider it in the interests of the School to do so.
- Details of current letting charges are available from the Finance office.
- The Bursar's decision in respect of any particular booking is final.

Charges

All charges will be subject to periodic review by The Bury Grammar Schools Trustee Limited.

The Application Process

A booking/bookings will be provisionally made on the electronic system by the Finance Office to confirm availability either on receipt of a telephone call to the Finance Office or an email to hireme@burygrammar.com

The application is considered by the Bursar on behalf of The Bury Grammar Schools Trustee Limited and a decision is made whether to permit the hire to take place.

A document containing a list of proposed hiring dates will be emailed to the hirer and agreed by return along with the hirers public liability insurance certificate, risk assessment, safeguarding policy and signed safeguarding and child protection checklist for hirers.

A Hiring Agreement, and a copy of the Lettings Policy, Safeguarding Policy, Keeping Children Safe in Education and Keeping Children Safe in an out-of-school setting: code of practice, will then be emailed to the organiser for completion.

Upon receipt of the signed hiring agreement the booking is confirmed and an invoice issued. Payment must be made as stated on the invoice.

Hirers must abide by the capacity regulations and not exceed the maximum permitted numbers per facility booked (see Appendix I).

Conditions of Hire

- (1) The hirer shall not use the premises for any other purpose other than the purpose stated in the application and shall ensure that all activities shall be conducted in an orderly and lawful manner.
- (2) The hirer is responsible at all times for full provision of Health & Safety measures under the Health & Safety at Work 1974 Act and the Management of Health & Safety at Work Regulations 1992, and all other relevant Health & Safety statutory law as available on request.
- (3) All hirers must have appropriate arrangements for monitoring who is on the premises during hire periods.
- (4) It is the hirer's responsibility to set up any of their equipment and dismantle it after their event within the hire period. If any School equipment/furniture, such as chairs or tables, are required, the Caretaker will set up prior to booking and remove thereafter to return the room to its original position at the end of hire period, as requested on the booking form. If more chairs/tables are required the Finance Office should be informed at the time of booking. Any hirer who takes it upon themselves to move School equipment/furniture should do so at their own risk, taking due care and attention for themselves and others.
- (5) Payment must be made in advance for all bookings, unless otherwise agreed, and sent within 14 days of the date of the invoice. Failure to pay by this time will result in the booking being cancelled.
- (6) The Bury Grammar Schools Trustee Limited must receive cancellations in writing not less than 7 working days before the date of hiring. In the event of cancellation, a reasonable fee will be forfeited to cover administrative and other costs. Cancellations received less than 7 working days before the hiring will forfeit the hiring costs in full.
- (7) Payment can be made by cheque made payable to The Bury Grammar Schools Trustee Limited, or via BACS payment through Barclays Bank. Cheque payments should be sent to Bury Grammar School Finance Office, Farraday House, Bridge Road, Bury BL9 0HG.
- (8) The Bury Grammar Schools Trustee Limited reserves the right to cancel any confirmed hiring (whether regular or occasional) at any time prior to the commencement of the hiring by written notice given to the hirer. As much notice of cancellation as possible will be given by The Bury Grammar Schools Trustee Limited to the hirer but no minimum period is stipulated and The Bury Grammar Schools Trustee Limited shall be entitled to give notice to cancel any hiring as aforesaid without incurring any liability whatsoever to the hirer.
- (9) Booking will not be accepted for public holidays. If an exception is made and a booking is agreed on a public holiday an additional charge may be made to cover extra caretaking costs.
- (10) Written application on the appropriate booking form should be received by The Bury Grammar Schools Trustee Limited at least ten working days prior to the date of booking.
- (11) If any damage has been made to the facilities/furniture during your booking the hirer will be asked to sign a form confirming the details of the damage.
- (12) Alcohol must not be consumed and smoking is not permitted in any part of the premises or grounds, including the car park. Smoking is only permitted well away from the school and never at our entrances or directly outside our premises. This includes e-cigarettes.
- (13) Hirers shall indemnify The Bury Grammar Schools Trustee Limited from and against any damages, costs or expenses which may be made against The Bury Grammar Schools Trustee Limited in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Bury Grammar School's facilities as a result of the hiring.

- (14) The hirer is responsible for insuring their property and equipment against all usual risks and hirers must take out Public Liability Insurance to cover themselves should a member of the public suffer any loss or injury due to the hirer's negligence.
- (15) Premises must be vacated by the agreed time.
- (16) The School has priority over facilities booked by hirers. In the event that the School requires use of any of the facilities at a time which has previously been booked by the hirer, then the hirer's booking will be required to give way to the School booking and any amount paid will be returned in full to the hirer, or carried over as credit agreed if the hirer is able to make a future booking. Where possible, The Bury Grammar Schools Trustee Limited will provide a reasonable notice period of intention to cancel the hirer's booking for a one-off date.
- (17) In the interest of safety, no additional cooking facilities may be brought into the building by the hirer or any person on their behalf.
- (18) Any equipment the hirer would like to bring with them must be listed on the application form.
- (19) The hirer will not, without prior permission, introduce any electrical equipment for use on the School premises, alter fixed installations, remove/cover up any fire and safety notices or equipment (eg fuses from heaters) or take any actions which may create a hazard for persons using the premises or the staff or pupils. Permission will not be unreasonably withheld but the Caretaker may at any time spot check equipment brought in, for example check electrical equipment has a current PAT (portable appliance testing) test sticker.
- (20) The hirer will be required to submit a Risk Assessment and proof of Public Liability Insurance cover.
- (21) The School is unable to store hirers' equipment on site.
- (22) The use of inflatable play equipment is only permitted in Bury Grammar School's indoor facilities if:
 - (i) confirmation is received from the provider that the equipment is regularly maintained
 - (ii) the provider holds Public Liability insurance (a copy of which must be sent in with the booking form)
 - (iii) the equipment does not require any anchorage to floor or wall
 - (iv) mats are provided by the equipment provider around the inflatable to protect the floor and users. The hirer will be held liable to the cost of repair if any damage to the floor is found at the end of the booking. Use of inflatables outside the School will be permitted provided the booking form is completed accurately and a copy of the Public Liability Insurance is attached to the booking form.
- (23) Stiletto heeled shoes, tap shoes or black-soled trainers are not permitted in the Sports Halls; groups must provide suitable mats to protect the floor. Studded footwear must not be worn on the artificial football pitches. Staples, sellotape, blu-tack, etc, is not to be used anywhere without the School's permission.
- (24) The Bury Grammar Schools Trustee Limited reserve the right of entry to the premises for their employees during the period of hiring. The hirer shall comply with any directions given on behalf of the School.

Security

The hirer is responsible for the security of the premises and individuals on site in the event of no caretaker/member of staff being on the School premises.

Where possible, the hirer should ensure that the School buildings are kept secure by restricting access to those areas needed by the hirer (whilst also ensuring that fire safety is not compromised).

Site access should be restricted to avoid potential intruders gaining entry to an open site/building.

Wherever possible, a member of staff will be present during lets, and be responsible for opening and locking of the facilities/site. However, if no member of staff is on site, the hirer is responsible for opening and locking of the facilities/site.

Safety instructions

At all times emergency exits and doorways must be kept clear and free from obstruction.

The hirer must make himself/herself familiar with the fire instructions on the site and must ensure that their group is also aware of these, including the location of fire extinguishers, fire alarm call points and emergency exits (see Appendix I). Each group must keep a register of those present and know who is on site at any time. The Caretaker or staff member may ask to have sight of the register for the purposes of Safeguarding and Health & Safety at any time during the booking.

In the event of a fire or emergency evacuation situation, the hirer must ensure that the building is immediately and safely evacuated and that the emergency services are called.

The Bury Grammar Schools Trustee Limited undertakes to carry out regular checks of the premises to ensure that the facilities remain safe to let (eg inspections of goal posts, floor surfaces and School equipment being used).

If the hirer is using an external provider (eg disco), no smoke machine or other items of equipment that may accidentally trigger the smoke alarms should be used.

If the adult who is responsible for the letting becomes concerned about the welfare of a child who is attending, they should contact the NSPCC on 0808 800 5000. Details regarding Safeguarding requirements as part of the hiring can be found in Appendix II.

All hirers must be trained in first aid and bring with them an appropriate first aid kit. No first aid equipment is provided by Bury Grammar School. All accidents must be notified to the Finance Office and must be recorded in the Users' Accident book. None of the School caretaking staff are first aid trained. If a health emergency occurs whilst the hirer is on the School premises it is the responsibility of the hirer to call the emergency services.

If, for any reason, the hirer needs to contact the Schools whilst on site, the following telephone numbers should be used:

Bury Grammar School (Boys' site)

Brendon Kelly (Caretaker)	07837 697 582
Nick Ince (Estates Manager)	07732 495 846

Bury Grammar School (Girls' site)

Trevor Walker/David Wright-Khan (Caretaker)	07942 637 617
Nick Ince (Estates Manager)	07732 495 846

In an emergency contact 999 for police or 0161 253 6606 for Bury Council Security Patrol.

APPENDIX I

SAFEGUARDING

The school will ensure that appropriate safeguarding arrangements are in place when letting school premises of facilities that involve work with children. Organisations submitting a lettings request involving working with children and/or young people will submit a copy of their safeguarding policy, which includes procedures for dealing with safeguarding incidents which are communicated and understood by all staff/volunteer members.

Where the hiring of school premises or facilities for work with children, regardless of whether the children are on the school roll, is directly supervised or managed by school staff, the hirer will abide by the school's safeguarding arrangements.

Where the services are provided separately by another body, the school will seek assurance that the body concerned has the appropriate safeguarding procedures in place and that there are arrangements for the hirer to liaise with the school on these matters where appropriate. The school will inspect the provider's safeguarding policy prior to the commencement of the letting and hirers will be expected to adhere to the DfE's 'Keeping children safe in out-of-school settings: code of practice'.

The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting and a copy of the school's Safeguarding Policy, KCSIE and After-school clubs, community activities and tuition: safeguarding guidance for providers will be emailed to the hirer.

Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Any safeguarding-related allegations against organisations or individuals who have hired the school premises will be managed in line with the school's safeguarding policy and procedures and the school will inform the LADO as it would with any safeguarding allegation.

All hirers will state the purpose of the hire.

Each application will be vetted by the Finance Department and Bursar. The School's DSL will vet any applications where it is appropriate to do so, and any concerns will be reported to the Principal.

When determining whether to approve an application, the School will consider the following factors:

- The type of activity
- Possible interferences with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they will contact the School's Designated Safeguarding Lead or the Bursar immediately.

The School's Designated Safeguarding Lead will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual group is found to be promoting views in contravention of the school's Prevent duty, this will be managed in line with the school's Prevent Policy.

All hirers will sign to confirm they have read, review and will adhere to the School's Safeguarding Policy.