



## **Health, safety, insurance and licensing: Notice to hirers**

The School performs regular risk assessments and takes steps to ensure the safety of users and visitors and the legality of its operations. However, the School cannot be responsible for the activities carried on within the building by individuals or groups hiring the facilities. Hirers are urged to make their own assessment of their activities and to take any consequential actions as necessary. The hirer is required to detail the specific activity, equipment used and any specific requirements for use of the School facilities prior to hiring the facilities and to provide such information to the School. The School does not accept liability for any event that occurs during the duration of the hiring of the facilities that could be considered to have happened due to non-disclosure of an activity associated with the hiring. A School Risk Assessment has been performed for Hired Events - please familiarise yourself with this prior to booking. Additionally, your attention is drawn to the following specific points:

Persons on the site of the school grounds **MUST** sign in and out of the building. Where possible a list of attendees to any hired event should be provided to the School prior to an event.

### **Trailing cables**

Many activities require the use of electrical equipment and this can result in cables trailing across the floor. Proper cable protectors should be used and/or the cables should be taped to the floor to avoid potential trip hazards.

### **Movement of chairs and tables**

Trolleys are available from Maintenance to move chairs and tables around within the School and should be used for this purpose with prior consultation and approval. People moving chairs and tables should take care and use appropriate lifting techniques when doing so.

### **Movement of materials and equipment**

When moving materials and equipment into, around or out of the School, or to and from outside areas, care should be taken and appropriate lifting techniques should be used. Where necessary, hirers should obtain suitable equipment to ensure safe movement.

### **Use of outdoor areas**

If using the outdoors area of the School, hirers should be aware that asphalt, concrete and grass can be slippery when wet and that encounters with hedges may cause scratches and bruises. Special care should also be taken in snowy or icy conditions.

### **Use of car park**

Hirers should ensure that users of the car park do so safely & responsibly. Pedestrians must use designated paths. Where infirm or disabled people or children are using the car park, the use of marshals to control the parking and pedestrians is advisable. Special care should also be taken in snowy or icy conditions.



## **Storage of flammable materials and other dangerous substances**

In general, flammable or hazardous substances should not be stored or used within the School without express permission. If hirers need to store such materials, they should discuss the matter first with the Health & Safety Officer and appoint a responsible person to ensure that correct procedures are followed. If flammable materials (for example, petrol or gas) are to be kept in the outside storage areas, their quantity should be minimised, they should be in approved containers and a responsible person should check their safety periodically. All materials must be removed from site by the hirer after the event.

## **Storage of equipment and materials**

Hirers who make use of any storage facilities within the School should seek prior approval to ensure that a suitable arrangement is agreed. All materials, substances and equipment used by a hirer **MUST BE** returned to their original location after use and stored safely for the duration of the event. It is the responsibility of the hirer to ensure safe use. All materials, substances and equipment brought into the School site by the hirer and/or parties involved in the event are the responsibility of the hiring party. Such items must be removed from the School premises by the hirer after the event.

## **PAT testing of electrical equipment**

All electrical equipment provided by the School is regularly PAT tested (PAT stands for Portable Appliance Testing) for electrical safety. Hirers must ensure that any electrical equipment brought into the School is safe for use and currently PAT tested.

## **Damage to vehicles in car park**

Hirers should note that use of the car park is entirely at the risk of the vehicle owners in respect of loss or, theft from, or damage to their vehicles.

## **Insurance**

Hirers are urged to ensure that they have suitable and sufficient insurance to cover participants in their activities and also damage to the School caused by these activities. Hirers are expected to leave the School facilities in the same condition that they find them and by extension of hiring the facilities, accept any costs incurred for repairs to any damage resulting from a hired event.

## **PPL – Public Performance Licence**

The School has a public performance licence (PPL) for playing recorded music. Hirers should however consult with the School if there is a requirement for music during an event.

## **Fire Safety**

Hirers are expected to follow the School's fire safety and evacuation processes. It is the responsibility of the principle hirer to ensure that all parties involved in their event have adequate understanding of the evacuation process and that the evacuation points are noted. The evacuation



process is supported by directional signage, assembly point signage, and information about what to do if you discover a fire at every fire alarm call point throughout the School. It is the responsibility of the hirer to ensure that no emergency exit doors or emergency exit routes (indicated as such by signage) are obstructed in any way by persons, equipment or any other obstruction as a result of the hired activity.