

Premises / Lettings Hire Policy

Queens Park Primary School



Approved by:	Governing Body	Date: November 2025
---------------------	----------------	----------------------------

Last reviewed on:	November 2025
--------------------------	---------------

Next review due by:	November 2027
----------------------------	---------------

Contents

1. Aims.....	2
2. Areas available for hire	2
3. Charging rates and principles.....	4
4. Application process.....	6
5. Terms and conditions of hire	6
6. Safeguarding	12
Appendix 1: Hire request form.....	13
Appendix 2: Hire Agreement	13

1. Aims

We aim to:

- Make sure the school’s premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school’s delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school’s primary purpose of providing education to its pupils

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Main and Junior Halls
- Classrooms
- The Hive with Kitchen
- Upper Playground

2.2 Capacity and charging rates

The capacity and rates for hiring each area are as follows:

AREA	CAPACITY	PUBLIC COMMUNITY COST	COMPANIES PROFITING FROM COMMERCIAL USE
Main Hall	300 general standing 80- 100 seated in rows	£20.00 per hour, with the allowance of a further 15 minutes to clear away	£40.00 per hour, with the allowance of a further 15 minutes to clear away
Junior Hall	320 general standing 100 seated in rows	£20.00 per hour, with the allowance of a further 15 minutes to clear away	£40.00 per hour, with the allowance of a further 15 minutes to clear away
Hive	75 general standing 40 seated in rows	£20.00 per hour, with the allowance of a further 15 minutes to clear away	£40.00 per hour, with the allowance of a further 15 minutes to clear away
Classrooms	60 general standing 10 sport activity	£20.00 per hour, with the allowance of a further 15 minutes to clear away	£40.00 per hour, with the allowance of a further 15 minutes to clear away
Playground Reception	Identified based on presented risk assessment of planned event.	£10.00 per hour (Playground only with no changing facilities)	£20.00 per hour (Playground only with no changing facilities)

AREA	CAPACITY	PUBLIC COMMUNITY COST	COMPANIES PROFITING FROM COMMERCIAL USE
Playground Top	Identified based on presented risk assessment of planned event.	£10.00 per hour	£20.00 per hour
School Hire	Playground, Main Hall, Junior Hall, Hive, Burrow	£100 per day	£200 per day
Cleaning sur charge	Cost of cleaning the space after use.	£50 flat fee	£50 flat fee

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. These are reviewed on an annual basis by the Governing Board and must take in to account the following:

- Caretaker cost of opening and locking up the building if required
- Cleaning of the school after use
- Heat/Light/Other electrical requirements
- Wear & Tear
- Insurance where applicable
- Profit element depending on local competition

The QPSA may use the premises for running agreed school events in order to raise funds specifically for the school, as agreed by the Headteacher.

The Governing Board agrees that the Headteacher has discretion to amend charges if the school or pupils would significantly benefit from the letting.

By prior agreement, the school will give consideration to waive hire charges, in lieu of a guaranteed number of free child places, where this is applicable.

Requirements:

The hiring party must provide evidence of:

- Public Liability Insurance
- A Risk Assessment where requested

- DBS Safeguarding checks where premises are being used where school children will be on premises, Children are part of the group for which the premises are being hired.

Payment

Payment will be made in advance, at the time where hiring is confirmed unless it is a long term let in which case invoices will be issued on a termly basis after the let takes place. Invoices should be paid within 7 days of issue. If there is damage, or the need for the caretaker or cleaners to work longer than expected after hiring, the Hirer will pay any subsequent account sent to them after receiving communication from the school.

Caretaker

Dave is expected to prepare for the hiring, to do any necessary cleaning afterwards before the deep clean is applied by the cleaning company, and where the school requires. Dave to prepare keys and codes for the hirer. The hirer should sign a key holders declaration that only themselves and, if necessary, one other designated person retains the key and access code. On termination of hire the key must be returned and all codes must be changed.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 7 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the Governing Body and will be fed into the school's financial reporting, to ensure best value is being achieved

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the specific conditions governing the letting of school premises set out in section 5 and Hire Agreement, appendix 2.

The hirer should fill out and sign the hire request form and submit it to the School Business Manager. Approval of the request will be determined by the Headteacher.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

5. Specific conditions governing the letting of school premises

General Conditions

- 5.1 Applications for the use of school premises must be made to the Headteacher, and responsibility for their approval should be in accordance with the school's Scheme of Delegation. Ultimately this responsibility rests with the School Governors. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
- 5.2 A written Lettings Agreement will be issued for all Letting Arrangements (appendix 2) and must be signed by the individual or an authorised representative of the organisation responsible for the Letting. For regular Lettings Arrangements, these Agreements will be reviewed and re-issued every year.
- 5.3 The school reserves the right to cancel any letting if the accommodation is required for urgent official or academic business. In these circumstances, a refund will be made to the Hirer, but no other compensation will be offered.

The School reserves the right to forthwith cancel the agreement if, in the opinion of the School, damage may be caused to the Premises; or if by flood, tempest, storm, fire or other cause beyond the School's control the Premises is rendered unfit for use; or if the School considers it necessary to close the Premises for the purpose of executing urgent repairs or alterations; or if, in the opinion of the School, it is in the public interest that the Premises should be closed for any reason.

- 5.4 The school Premises Manager is normally expected to prepare for lettings, to do any necessary cleaning afterwards and, in some cases where the school requires, be in attendance throughout the course of the letting. No payment should be made direct to the Premises Manager, since they will be paid by the school.
- 5.5 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 5.6 Suitable footwear must be worn so as not to damage the School floors. Nothing must be put on the floors that will change the property of the floor.
- 5.7 Members of the public must not be admitted to the school premises after 10.00 pm.
- 5.8 Alcoholic liquor must not be sold nor consumed on the school premises unless specific approval has been given in advance by the Headteacher. If approval is given to the sale or consumption of alcoholic liquor, the Hirer must obtain the necessary licence, which must be produced to the Headteacher before the Hire / Letting takes place.
- 5.9 Occupancy limits must not be exceeded – reference capacity and charging rates on page 3.
- 5.10 If the Hirer is planning any activity that might involve animals, e.g. donkey rides at a Summer Fete, the impact of this should be considered as part of the Risk Assessment for the activity.

The Hirer's Responsibilities

- 5.11 The Hirer must comply with the new smoke free legislation, which came into effect on 1st July 2007. Failure to comply may result in a fine for both the Hirer and the school.

Smoking is not allowed anywhere on the School premises.

- 5.12 The Hirer must produce event documentation to include a risk assessment and an emergency action plan of the Hire. This documentation must include details of health and safety issues relating to the nature of the hire including arrangements for first aid, supervision, communication, crowd control, equipment use, traffic management and emergency procedures, appropriate to the nature of the hire. The Hirer undertakes to follow any recommendations arising out of such Risk Assessment prior to the Hire. Further guidance on risk assessments is available from the HSE website. <http://www.hse.gov.uk/>
- 5.13 Hirers will be informed, at the time the application is approved, of the charge for the use of

the facilities required.

Payment will be made in advance of the Letting. If there is any damage resulting from the Letting, or the need for caretakers/cleaners to work longer than expected after the letting, the Hirer will pay any subsequent account sent to him.

- 5.14 Any intention on the part of the Hirer to cancel a letting must be notified to the Headteacher at least one week before the letting is due to take place. In the event of the Hirer failing to give at least one week's notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will have to cover the actual costs of these.
- 5.15 The Hirer must be in attendance at all times and must provide and exercise adequate supervision throughout the Hire to prevent:
- (a) Damage to buildings, grounds, fixtures, fittings and equipment; and/or
 - (b) Excessive noise and/or nuisance to local inhabitants.
 - (c) Ensure that provisions for safety including recommendations identified through risk assessment are carried out.
- The Hirer will meet the cost of making good any damage caused.
- 5.16 Hirers are responsible for arranging their own insurance for any legal liability associated with the hiring of the property. This includes third party claims for injury or loss, and damage to school property caused as a direct result of the hiring. In respect of public liability insurance cover the Hirer shall affect a policy with an absolute minimum indemnity limit of £5,000,000 in respect of any one incident. The Insurance Team now recommend that where the hirer is using the facilities for anything such as dance classes or sports, and therefore there is the potential for injury to third parties, that cover is for £10,000,000. The Hirer will provide the School with copies of the necessary insurance certificates, on request.
- 5.17 Any Hirer working with children must provide the school with a copy of their child protection policy, including details of their Designated Safeguarding Lead (DSL). The Hirer is responsible for Disclosure and Barring Service (DBS) checks for any of their staff / volunteers working with children and/or vulnerable adults.
- 5.18 The Hirer is responsible for providing a person/persons who is capable of administering First Aid. The Hirer is also responsible for ensuring that himself, his appointed representative and the person/s responsible for administering First Aid are aware of the location of First Aid facilities and an outside telephone. First Aid facilities (e.g. First Aid box) must be provided by the hirer.
- 5.19 Public performances, entertainment, performance of music, singing or dancing to which members of the public are admitted are not permitted unless prior permission has been

obtained from the Headteacher who will determine that the School premises are adequately licensed for those purposes.

- 5.20 School premises must be left clean, tidy and in a safe condition after use. The cost of any additional cleaning found to be necessary will be met by the Hirer. The school reserves the right to undertake regular checks of the Hire of the Premises by the Hirer and any recommendations made by the school following such checks will be undertaken without delay by the Hirer. Failure to comply may result in termination of the hire arrangements.

Fire Precautions

- 5.21 The Hirer will be provided with a copy of the schools Emergency Evacuation Plan.
- 5.22 The Hirer must be in attendance at the scene of the activity during the whole time that the premises are open to the public and during this time an adequate number of competent attendants shall be on duty. The Hirer or his appointed representative shall not be engaged in any duty that will prevent his overall supervision of the Hire.
- 5.23 The Hirer must ascertain and comply with any special fire precautions or requirements contained in music, singing and dancing, theatres, or any other licences appropriate to the intended use of the premises. A fire risk assessment must be completed to cover all activities that will take place for the duration of the hire to satisfy the requirements of current fire safety legislation. This must be made available to the responsible person of the building. Use of pyrotechnics and special affects are not permitted without express permission of the Headteacher, and are subject to specific risk assessment . Fire authority approval may also be necessary.
- 5.24 Seating, gangways and passages shall be provided as approved by the responsible person acting on behalf of the School.
- 5.25 All gangways, corridors, fire escape routes and external passageways intended for entrance and exit shall be kept entirely free from obstruction.
- 5.26 All exit doors must be accessible during the whole time the public are on the premises.
- 5.27 The Hirer must familiarise themselves with the position of a telephone for summoning assistance, fire alarm system, escape routes, operation of any door opening devices, the location of the assembly point and fire fighting equipment. Fire fighting equipment should only be used in life threatening situations and should only be used by trained people. The

responsible person for the site should be consulted on any additional equipment necessary where stage performances or exhibitions are intended.

Materials

- 5.28 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over the exit doors shall be hung to prevent them trailing on the floor or obstructing the exits.
- 5.29 Flammable materials are not to be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained as such. No naked flames can be used (e.g. candles, tealights etc.)
- 5.30 No hazardous substance/s shall be brought onto school premises unless the Control of Substances Hazardous to Health Regulations have been complied with in terms of material safety data sheets, COSHH risk assessment, and necessary controls and training are in place.
- 5.31 No hazardous substances can be stored at the school by the Hirer. Only sufficient quantities required for the activity should be brought to the site and all hazardous materials should be removed at the end of the activity (including any waste.)

Temporary Electrical Installations

- 5.32 Any temporary electrical installation must only be carried out by a qualified electrician and must comply with the applicable recommendations and requirements of the following:
 - (a) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings – current edition and amendments;
 - (b) The British Standard Specification and Codes of Practice – current edition and amendments; or
 - (c) The Electrical Supply Regulations – current edition and amendments.
- 5.33 All temporary installations shall be disconnected from the permanent installation immediately after the completion of the Hire.
- 5.34 All portable electric items must have been PAT tested within the last 12 months and a visual inspection should be carried out before use.

Additional Conditions Governing Letting of School Meals Kitchens or Sculleries

When the kitchen or scullery is used, the Cook/supervisor or another member of the School Meals Staff must be in attendance throughout the letting, except when only tea or coffee is made and no cooking is involved. Hirers who wish to have permission to use the kitchen or scullery without a member of Schools Meals Staff present should approach the Head of the School when the letting application is made.

If boilers, cooking ranges or hot cupboards are used, the member of the School Meals Staff present during the letting must be responsible for their use.

- 5.35 Hirers will normally be expected to provide their own cutlery, crockery and condiments.
- 5.36 All equipment and sinks must be left clean and tidy after use.
- 5.37 No animals are allowed in the kitchen or scullery.

Additional requirements for the Hiring of External School Premises (eg. School Playing Fields and Playgrounds)

- 5.38 If there is any doubt as to the fitness of the ground the Hirer must consult the Headteacher who will make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, any letting charge already paid will be refunded, and any account due will be cancelled.
- 5.39 Hirers must be responsible for ensuring that everyone taking part in the lettings activities on the school playgrounds, and all spectators, are properly and adequately supervised. Casual spectators not connected with the letting must not be admitted. Participants must have reasonable fitness to allow them to undertake the activity safely.
- 5.40 Bonfires are not permitted without permission of the Headteacher. Use of pyrotechnics/ fireworks are not permitted without express permission of the Headteacher, and are subject to a specific risk assessment. Pyrotechnic/ firework displays should be undertaken by competent specialists and fireworks should be sourced from reputable suppliers. Fire authority approval may also be necessary.
- 5.41 Playgrounds must be left in a clean, tidy and safe condition after use.
- 5.42 Any loudspeakers must be moderated so as not to cause a nuisance.

5.43 The Headteacher must be consulted in advance if there is any doubt about the interpretation of the above conditions.

6. Safeguarding

Queens Park Primary School is committed to safeguarding and promoting the welfare of children and young people.

Any organisation wishing to hire the school premises for the provision of activities for children and young people under the age of 18, including our school pupils, will be expected to provide proof of:

- Enhanced Disclosure and Barring Service (DBS) checks for working with children
- Details of the organisation's Designated Safeguarding Lead (DSL) and Policy

Appendix 1: Hire request form – Queens Park Primary School

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 4 of this policy & Hire Agreement, appendix 2. Confirmation of the Hire will only be confirmed upon receipt of a signed Hire Agreement. If you have any questions, please contact Kelly Bassett, School Business Manager, telephone: 01273 294881.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	

Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

Appendix 2: Hire Agreement – School Premises

Queens Park Primary School

School/Premises:

Headteacher: Mrs E Gale.....

Hirer:

Purpose of Hire:

Date(s) of Hire:

Hiring Fee:

This agreement is between the above named School and the above named Hirer for the purpose stated under the following conditions.

1. General

- 1.1 The Headteacher and the School Governors are responsible for approving the hiring of school premises ('the Hire') and applications in the first instance should be made to the Headteacher.
- 1.2 If the School is required for urgent official or academic reasons the School reserve the right to cancel the Hire. Should this occur the Hirer will be reimbursed with the Hiring Fee.
- 1.3 No alterations must be made to the school structure, fixtures or fittings. Notices must only be fixed to notice boards provided.
- 1.4 Suitable footwear must be worn so as not to damage the School floors. Nothing must be put on the floors that will change the properties of the floor.
- 1.5 Members of the public must not be admitted to the school premises after 10pm.
- 1.6 Alcoholic beverages must not be sold or consumed on the premises unless the Headteacher has given specific approval. Should such approval be given the Hirer must obtain the necessary licence, which must be produced, to the Headteacher prior to the Hire.
- 1.7 The Hirer must comply with the new smoke free legislation, which came into effect on 1 July 2007. Failure to comply may result in a fine for both the hirer and the school. Smoking is not allowed anywhere on the School premises.
- 1.8 Occupancy limits must not be exceeded (*School to list occupancy limits of rooms used for hire.*)

2. Hirer's Responsibilities

- 2.1 The Hirer must produce event documentation to include a risk assessment and an emergency action plan of the Hire. This documentation must include details of health and safety issues relating to the nature of the hire including arrangements for first aid, supervision, communication, crowd control, use of equipment, traffic management and emergency procedures, appropriate to the nature of the hire. The Hirer undertakes to follow any recommendations arising out of such Risk Assessment prior to the Hire. Further guidance on risk assessments is available from the HSE website. <http://www.hse.gov.uk>
- 2.2 The School reserves the right to undertake regular checks of the Hire of the Premises by the Hirer and any recommendations made by the School following such checks will be undertaken without delay by the Hirer. Failure to comply may result in termination of the hire arrangements.
- 2.3 If the Hirer wishes to cancel the Hire it must be notified in writing to the Headteacher at least one week before the Hire is due. In the event of the Hirer failing to give such notice the Hiring Fee will be non-returnable. Any preparation work carried out for the Hirer will be paid for by the Hirer.
- 2.4 The Hirer must be in attendance at all times and must provide and exercise adequate supervision throughout the Hire to prevent:
- (d) Damage to buildings, grounds, fixtures, fittings and equipment; and/or
 - (e) Excessive noise and/or nuisance to local inhabitants.
 - (f) Ensure that provisions for safety including recommendations identified through risk assessment are carried out.
- The Hirer will meet the cost of making good any damage caused.
- 2.5 Adequate insurance will be affected by the Hirer to cover the liability in respect of the Hire. In respect of public liability insurance cover the Hirer shall affect a policy with a minimum indemnity limit of £5,000,000 in respect of any one incident.
- 2.6 The Hirer will provide the School with copies of the necessary insurances on request.
- 2.7 In the event of any injury, damage or loss being sustained, suffered or incurred by the Hirer or any other person. The Hirer shall accept full responsibility and shall indemnify the School from all costs. Including claims, demands and expenses arising therefrom save where any injury, damage or loss or to any claim arising therefrom was caused by the negligence of the School, or any servant or representative of the School, in which circumstances, the School will indemnify the Hirer from all costs, claims, demands and expenses arising therefrom.
- 2.8 In the event of any damage done to or loss of property suffered or incurred by the Hirer the Hirer shall accept full responsibility therefor and shall indemnify the School from all costs, claims, demands and expenses arising therefrom save where any damage or loss or to any claim arising therefrom was caused by the negligence of the School or any servant or representative of the School in which circumstances the School will indemnify the Hirer from all costs, claims, demands and expenses arising there from.
- 2.9 The School will not be responsible for the safety of any goods or articles of any kind that may be brought into or left on the Premises by the Hirer and/or any of his servants or representatives while on the Premises for the purposes of the Hire.

- 2.10 The School reserves the right to forthwith cancel the agreement if, in the opinion of the School, damage may be caused to the Premises; or if by flood, tempest, storm, fire or other cause beyond the School's control the Premises shall be rendered unfit for use; or if the School considers it necessary to close the Premises for the purpose of executing urgent repairs or alterations; or if, in the opinion of the School, it is in the public interest that the Premises should be closed for any reason.
- 2.11 The Hirer is responsible for providing a person/persons who is capable of administering First Aid. The Hirer is also responsible for ensuring that himself, his appointed representative and the person/s responsible for administering First Aid are aware of the location of First Aid facilities and an outside telephone. First Aid facilities (e.g. First Aid box) must be provided by the hirer.
- 2.12 The Hirer or his appointed representative is responsible for reporting any accidents on the school's official accident report form, (HS2 Health and Safety Incident Report) and notifying the Headteacher / Caretaker as instructed. Copies of the necessary accident report forms shall be made available to the Hirer as necessary. Where appropriate, the school will provide a copy of the Incident Report form to Brighton and Hove City Council's Health, Safety and Wellbeing Team for necessary review and investigation.
- 2.13 The Premises must be left clean and tidy after use. The cost of any additional cleaning found to be necessary will be met by the Hirer.
- 2.14 Public performances, entertainment, performance of music, singing or dancing to which members of the public are admitted are not permitted unless prior permission has been obtained from the Headteacher who will determine that the School premises are adequately licensed for those purposes.
- 2.15 The hirer is responsible for any waste generated by the activity of the hire and must dispose of it appropriately.

3. Security and Safeguarding of Children and Young People

- 3.1 Schools follow best practice in implementing a child protection policy including Disclosure and Barring Service (DBS) checks of adults who work with children in school. Therefore, any organisation hiring school premises, if working with children and young people, will be expected to provide written evidence that they also have a child protection policy and that adequate arrangements are in place to protect children and young people.
- 3.2 If the organisation does not have these measures in place, the School may decline to enter into a Hire Agreement.

4. Fire Precautions

- 4.1 The Hirer should be provided with a copy of the schools Emergency Evacuation Plan.
- 4.2 The Hirer must be in attendance at the scene of the activity during the whole time that the premises are open to the public and during this time an adequate number of competent attendants shall be on duty. The Hirer or his appointed representative shall not be engaged in any duty that will prevent his overall supervision of the Hire.

- 4.3 The Hirer must ascertain and comply with any special fire precautions or requirements contained in music, singing and dancing, theatres, or any other licences appropriate to the intended use of the premises. A fire risk assessment must be completed to cover all activities that will take place for the duration of the hire to satisfy the requirements of current fire safety legislation. This must be made available to the responsible person of the building. Use of pyrotechnics and special effects are not permitted without express permission of the Headteacher, and are subject to specific risk assessment . Fire authority approval may also be necessary.
- 4.4 Seating, gangways and passages shall be provided as approved by the responsible person acting on behalf of the School.
- 4.5 All gangways, corridors, fire escape routes and external passageways intended for entrance and exit shall be kept entirely free from obstruction.
- 4.6 All exit doors must be accessible during the whole time the public are on the premises.
- 4.7 The Hirer must familiarise themselves with the position of a telephone for summoning assistance, fire alarm system, escape routes, operation of any door opening devices, the location of the assembly point and fire fighting equipment. Fire fighting equipment should only be used in life threatening situations and should only be used by trained people. A nominated person should be responsible for using the fire fighting equipment, if necessary. The responsible person for the site should be consulted on any additional equipment necessary where stage performances or exhibitions are intended.

5. Materials

- 5.1 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over the exit doors shall be hung to prevent them trailing on the floor or obstructing the exits.
- 5.2 Flammable materials are not to be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained as such. No naked flames can be used (e.g. candles, tealights etc.)
- 5.3 No hazardous substance/s shall be brought onto school premises unless the Control of Substances Hazardous to Health Regulations have been complied with in terms of material safety data sheets, COSHH risk assessment, and necessary controls and training are in place and must be agreed by the Headteacher.
- 5.4 No hazardous substances can be stored at the school by the Hirer. Only sufficient quantities required for the activity should be brought to the site and all hazardous materials should be removed at the end of the activity (including any waste.)

Temporary Electrical Installations

- 5.5 Any temporary electrical installation must only be carried out by a qualified electrician and must comply with the applicable recommendations and requirements of the following:

- (d) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings – current edition and amendments;
 - (e) The British Standard Specification and Codes of Practice – current edition and amendments; or
 - (f) The Electrical Supply Regulations – current edition and amendments.
- 5.6 All temporary installations shall be disconnected from the permanent installation immediately after the completion of the Hire.
- 5.7 All portable electric items must have been PAT tested within the last 12 months and a visual inspection should be carried out before use.

6. Additional Requirements for the Hiring of External School Premises

- 6.1 The Hirer must consult the Headteacher if there is any doubt about the condition of the ground. In the event of the ground being deemed unfit for use immediately before the Hire is to take place, the hire charge will be refunded.
- 6.2 The Hirer must ensure adequate supervision is exercised over everyone taking part in the Hire including spectators. Casual spectators not included in the Hire must not be admitted. Participants must have reasonable fitness to allow them to undertake the activity safely.
- 6.3 Stakes or similar must not be driven into the ground unless specific permission has been given.
- 6.4 Vehicles must not be driven over or parked on the playground unless prior permission has been obtained, weight restrictions assessed and all precautions have been taken to separate pedestrian and vehicular traffic. A limit of x [*maximum no. to be determined by the school, as is practical*] vehicles will be placed on any external Hire. Access and exits must be monitored by the Hirer and/or his representative at all times to ensure safety of pedestrians and vehicular traffic.
- 6.5 Unless prior permission has been obtained, bonfires are not permitted. The use of pyrotechnics/ fireworks is not permitted without express permission of the Headteacher, and is subject to a specific risk assessment. Pyrotechnic/ firework displays should be undertaken by competent specialists and fireworks should be sourced from reputable suppliers. Fire authority approval may also be necessary.
- 6.6 Playgrounds must be left in a clean, tidy and safe condition.
- 6.7 Any loudspeakers must be operated at moderate volume so as not to cause a nuisance.
- 6.8 In relation to car boot sales or similar, the Hirer should take all reasonable steps to ensure that items sold on the School Premises are legal and appropriate for the Premises. It is the Hirer's responsibility to ensure that the name of the School is not brought into disrepute by the sale of illegal or inappropriate items. The Hirer should refer to the Headteacher for guidance on such items.

7. After the Hire

- 7.1 On completion of the Hire the Hirer must carry out an inspection of the Premises to ensure that:

