

Emersons Green Primary School



Lettings Policy

A handwritten signature in black ink, appearing to read 'K. Hemmings'.

Karl Hemmings
Headteacher

Date: 17.01.2022

A handwritten signature in black ink, appearing to read 'N. Smith'.

Neil Smith
Chair of Governors

Date: 17.01.2022

Equality Statement

At Emersons Green Primary School we are committed to ensuring equality and opportunity to all members of our school community. In regard to lettings, the school always aims to ensure that no one is treated less favourably than anyone else. The Equality Act 2010 defines these responsibilities. In regard to this, this Policy, including all of its procedures and systems will have due regard to:

- Eliminating discrimination and other conduct prohibited by the Equality Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Be aware of this duty to have due regard when making decisions or taking action in order to assess whether that action will have implications for people with protected characteristics
- Consider equality implications before and at the time that this policy is developed and reviewed and keep these implications under review on a regular basis

It is unlawful to discriminate in the following areas, termed protective characteristics. (all letting policies, procedures, systems and actions must take this into account):

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sexual orientation

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Rationale

School Premises can be valuable comminute resource and their out of school use can help to develop greater links with the local people of Emersons Green and the surrounding area. It is the intention of the Governing Body of Emersons Green Primary School to permit lettings in the School where they support the LA and the local community.

Purpose

- To explain the conditions for letting school buildings and resources out of school hours.
- To use the school's physical resources to the benefit of the school and its community whenever possible.
- To operate a scheme of lettings fees that avoid the necessity for a subsidy from the school's delegated budget.
- To use any profit to the benefit of the education provided for the pupils who attend the school

Procedure

- All applications must be on the Lettings Form provided by the School and must be completed in full as required. Failure to do so will result in the application not being approved.
- Applications must be made in writing through the school to the Resources Committee of the Governors, the application must be completed 10 working days before the proposed date of use. Where the proposed date of use falls within a school holiday, the application must be submitted 10 working days before the commencement of the holiday period.
- The Governors have the right to refuse a letting to any person or organisation without giving a reason. The Headteacher will normally administer this on behalf of the Governors.
- The Governing Body retain the authority to make the final decision on the approval or cancellation of any letting.
- If a Governor on the Resources Committee has a dual interest they will lose the right to vote on the decision.
- The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.
- The Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct.
- The Governing Body must be advised of any changes to the letting arrangement in advance of the change.
- Before approval is given the availability of the key holders will be sought from the Headteacher.
- No letting shall be considered approved or any charge confirmed until done so in writing to the School Business Manager.
- The hirer will be liable for any loss or damage to property or equipment, including replacement locks if keys are lost. The hirer should hold public liability insurance of at least £5m.
- Any cleaning above that is reasonable to expect of the caretaker will be surcharged.
- No advertising placards or banners may be affixed to or suspended from the school premises without the express consent of the Resources Committee. Freestanding signs or posters may be permitted on request.
- Smoking is not permitted on the school premises.
- No person or persons shall use the premises or grounds covered by these regulations without a current approved Lettings Form. Any person or persons who knowingly acts in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the School's facilities in the future.
- The Governing Body reserve the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its employees or property.
- The Governing Body, in consultation with the LA, may exercise this right on behalf of the Authority or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on the behalf of the LA to be desirable including (without prejudice to the generality of the foregoing) requirements as to fire precautions; security of persons or premises; the employment of security or other staff' the exclusion or admission of any person, persons or of any animal, animals or equipment. The hirer may treat any special condition imposed after the booking as being accepted as a cancellation.
- A letting form duplicate will be signed by both parties and will contain all the necessary information, to include date, times, fees, methods of payment and any special requirements.
- If a key is issued to the hirer, they will sign an authorisation form and must return the key if they are no longer the lead person in the organisation.

Charges

All charges must be paid by the method required by the Governing Body (cheque, made payable to 'South Gloucestershire Council', or BACS). Charging rates will be determined by the Governing Body and shall be liable to change without prior notification to the hirer. In cases where the incorrect charge has been quoted, the Governing Body reserves the right to charge the correct rate, although the hirer may consider the letting cancelled.

The Governing Body does not undertake to refund any charge on cancellation of the booking by the hirer, unless 21 days advance notice of the cancellation has been given to the Governing Body.

- Payments for letting shall normally be made in advance to the School Business Manager payable to 'South Gloucestershire Council'. In the case of block bookings, an invoice for payment will be issued at regular intervals, generally half-termly. Payment will be refundable in the event of a letting being cancelled more than 24 hours in advance.
- The caretaker will be paid time and a half for such out of hour's duty. An hour each way will normally be allowed for travelling, unlocking, locking and arranging of seats etc. if this is outside the normal working hours

Charges as at 1st April 2022

	Community Rate		Commercial Rate	
	Evenings & School Holidays (Mon-Thurs)	Weekends & Public Holidays (Fri-Sun)	Evenings & School Holidays (Mon-Thurs)	Weekends & Public Holidays (Fri-Sun)
SCHOOL HALL				
Rate for 1 hour booking	£25.00	£35.00	£35.00	£50.00
Rate for 2 hour booking	£35.00	£45.00	£45.00	£60.00
Rate for 3 hour booking	£45.00	£55.00	£55.00	£70.00
Whole Day	£100.00	£120.00	£120.00	£135.00
SCHOOL GROUNDS				
Hard Surface Area: Per Hour	£25.00	£35.00	£35.00	£45.00
Playing Field: Per Hour	£25.00	£35.00	£35.00	£50.00
Per match (football etc)	£30.00	£45.00	£45.00	£60.00
Car Park Only (evening or half day)	£20.00	£30.00	£30.00	£45.00
CLASSROOMS				
General Classroom with interactive whiteboard	£20.00	£25.00	£25.00	£30.00
General Classroom with no equipment.	£15.00	£20.00	£20.00	£25.00
POD / Outbuilding				
Classroom	£20.00	£30.00	£30.00	£40.00
Classroom with middle cloakroom	£25.00	£35.00	£35.00	£45.00
Whole Building	£50.00	£60.00	£60.00	£70.00
Other Charges:				
Tea Urns/Coffee making facilities	£10.00 per booking			
Tea / Coffee / Biscuits per person	£2.00			

Regular or otherwise favoured hirers may be accorded preferential rates. Such rates shall be decided on negotiation with the Resources Committee.

Managing lettings

- The hirer shall ensure that there is a responsible adult present and able to supervise at all time during the letting.
- The hirer is required to pay the Governing Body the cost of making good any damage to property and/or equipment, which may be the result of a letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
- No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfaced with, without the prior approval of the Governing Body. Standing on seats, furniture, windowsills etc. is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixings, which would damage or disfigure any part of the premises.
- Chalk resin or polishing materials may not be used on floors.
- The electrical and mechanical installations of the premises are not to be supplemented.

Safeguarding

If the Hirer is working with children they must follow the guidance issued in Working Together to Safeguard Children 2018 and COVID Risk Assessments.

“It will be necessary for the Hirer to undergo an enhanced DBS check if a particular letting involves contact with children and young people. It is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with this requirement and any relevant South Gloucestershire Safeguarding Children Board requirements for working with young people. When there is a requirement for DBS checks on associated staff to be undertaken, the Hirer must keep appropriate records in line with current Safeguarding and Child Protection best practice and report to the school any safeguarding concerns which may arise.”

The Hirer will be required to provide evidence that DBS checks have been carried out on request. They will also be expected to show they have robust Safeguarding arrangements in place and that there is a named “designated person” for referring Child Protection and Safeguarding concerns. The policies and procedures related to Safeguarding and Child Protection should be robust enough to stand up to scrutiny in line with the expectations of Emersons Green Primary School. National organisations may have their own safeguarding policies and procedures that stand up to scrutiny and the school will satisfy themselves that the person responsible for the lease is fully aware of Emersons Green Primary School policies and procedures as well.

Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place when the school’s First-Aiders are not present.

A certificate of public liability insurance must also be in place for the provider. Coaches working for that provider must also be able to show evidence of public liability cover if that is a requirement of their role within the organisation that is hiring or letting the school premises.

An initial Safeguarding meeting may be appropriate prior to the beginning of a lease, to allow a briefing on how to report a CP concern in South Gloucestershire and how to contact the LADO if there is a concern about the suitability of an adult to work with children, meeting the criteria stated below:

1. Behaved in a way that has harmed a child, or may have harmed a child;
2. Possibly committed a criminal offence against or related to a child;
3. Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

The hirer should visit the South Gloucestershire website for detailed information:
<http://sites.southglos.gov.uk/safeguarding/>

The school must be made aware of any safeguarding concerns that become apparent during the course of the lease.

Emersons Green Primary School pays due regard to the current Prevent Duty Guidance and as such will not hire or lease school premises or facilities to groups that have extreme ideologies, viewpoints or links. If the school becomes aware of a Prevent concern regarding a group or individual using the premises and facilities or applying to do so, they will report their concerns through 101, through Children's social care or Adult services or through any other official reporting routes available to them

Monitoring and review

- This policy is reviewed annually by the Governing board and the Headteacher.
- The scheduled review date for this policy is January 2023
- Any changes made to this policy will be communicated to all relevant members of staff and all hirers.



Emersons Green Primary School Premises / Lettings Application Form

Named individual:	
Company name:	
Is your organisation a community group or is your application based on a commercial basis	Community / Commercial <i>(delete as appropriate)</i>
Address (for invoicing purposes):	
Contact number:	
Email address:	
Deposit amount:	
Payment method:	

Requirements	
Date of hiring:	
Time of hiring:	
Room(s):	
Equipment needed:	
Details of any equipment you will be using on the premises:	

Purpose	
Details of the event:	
Number of probable attendees	
Is Public Liability Insurance in place	Y/N (<i>*delete as appropriate please provide a copy of the certificate</i>)
Will you be working with children and/or young people?	
If yes, have you attached a copy of your safeguarding policy?	
Start time:	
End time:	
<p>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</p> <p>I acknowledge that my signature confirms all the details in this application form are correct.</p>	
Signed:	
Date:	

Approval details (for school use only)	
<p>I recommend that this application is approved/not approved</p> <p>Comments:</p> <p>£5m Public Liability Insurance Certificate seen Y/N (<i>*delete as appropriate</i> <i>Copy to be kept with booking form</i>)</p>	
Signed:	
Date:	

Emersons Green Primary School Hire Agreement



The Governing Board of:	Emersons Green Primary School
The Hirer:	
Address:	
Contact Person:	
Telephone:	
Email address:	
Areas of the school to be used	
Specific nature of use:	
Maximum attendance	
Details of any school equipment to be used:	
Date(s) of hire	
Period(s) of hire	
Fee (specify per hour or per session):	
Is Public Liability insurance in place?	Copy attached (Y/N)

The governing board agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Hirer's signature & date:	
Chair of Governors signature & date:	

The school will process the data collected in this agreement in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

TERMS AND CONDITIONS OF HIRE

EXPLANATORY CONDITIONS

The sub-headings to these Conditions are intended for convenience only and shall not affect the construction of these Conditions. In these Conditions, the following expressions shall have the meanings respectively ascribed to them:-

“Hirer” – the person or persons named on the Emersons Green Primary School Lettings Booking Form.

“Hired Premises” – the premises (and areas therein) described in the Emersons Green Primary School Lettings Booking Form

“Resources Committee” – the committee to whom the Governors have entrusted the management of Emersons Green Primary School.

“Governors” – The Governing Body of Emersons Green Primary School

The Hirer agrees and undertakes as follows:

BOOKINGS AND ROOM HIRE FEE

1. Bookings will be held for 14 days and will be treated as provisional until completed booking forms and a hire fee have been received from the Hirer. The hire fee will be indicated on the booking form.

CANCELLATION OF BOOKING

2. 2 terms notice of cancellation is requested. Should the Hirer have to cancel within 4 weeks the hire fee will be forfeited. All cancellations must be made in writing. The Resources Committee reserve the right to cancel any booking upon giving the Hirer 2 short terms notice. Provided the cancellation is as a result of the requirements of Emersons Green Primary School the Hire Fee will be refundable. The Resources Committee further reserve the right to refuse a booking or a repeat booking if in their absolute discretion they believe the booking would be inappropriate or as a result of previous breaches of conditions of hire by the Hirer. Block bookings may be cancelled by the Resources Committee if in their absolute discretion they believe the booking would be inappropriate or as a result of previous breaches of conditions of hire by the Hirer.

TIME OF USE

3. The hiring of the Hired Premises does not entitle the Hirer to use or enter the Hired Premises at any time other than the specific hours for which the Hired Premises are booked, unless prior arrangements have been made with the Resources Committee or its duly authorised representative.

RESPONSIBILITY FOR LOSS OR DAMAGE

4. The Hirer shall take all necessary care of the Hired Premises and the contents thereof and those adjacent to the Hired Premises and the contents thereof. The Hirer shall pay on demand the expenses of any breakages or damage or other loss in respect thereof whether accidental or otherwise occurring during the periods of the hiring or while persons are entering or leaving the Hired Premises. Should the alarm be set off during the periods of the hiring or while persons are entering or leaving the Hired Premises as due to any actions caused by the Hirer, the Hirer will pay on demand any associated costs involved.
5. The Hirer shall be responsible for any loss or damage to any property arising out of the hiring, any loss, damage or injury which may be incurred by, or be done, or happen to, any person or persons resorting to the Hired Premises during the hiring, arising from any cause whatsoever (other than the negligence of the Resources Committee or their respective servants or agents). The Hirer shall indemnify the Resources Committee respectively against any claim which may arise out of the hiring or which may be made by any person resorting to the Hired Premises during the hiring or in respect of any such loss damage or injury.

RIGHT OF ENTRY

6. The right of entry to the Hired Premises is reserved to any authorised representative of the Resources Committee at any time during the hiring.
7. Access to the premises is strictly restricted to the Hirer and access codes will not be disclosed to any other person.

CONDUCT ON HIRED PREMISES

8. The Hirer shall be responsible that good order is kept on the Hired Premises during the hiring.

VACATION OF HIRED PREMISES

9. The Hirer shall at the expiration of the of the period of the hiring leave the Hired Premises in a tidy and orderly state and remove without delay all such property from the Hired Premises all property of the Hirer and the Hirer's agents. Failure to remove all such property aforesaid shall entitle the Resources Committee or its duly authorised representative to dispose of such property as they shall think fit and to charge the cost of disposal to the hirer. Neither the Resources Committee nor the Governors accept responsibility for any property left on the Hired Premises after the hiring. Any additional cleaning costs incurred as a result of the hiring will be charged to the Hirer.

SAFETY PRECAUTIONS

10. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances tampered with. No additional lights or extensions from existing light fittings or power points shall be used without the previous consent (in writing) of the Resources Committee or its duly authorised representative. Also see Fire Risk Assessment and Emergency Exit Route appendices attached.

SAFEGUARDING CONSIDERATIONS

11. It is the responsibility of the hirer to ensure that ID and pre-employment checks have been carried out for all volunteers and employees. Where the activity involves children it is the responsibility of the hirer to ensure the safeguarding of children in their care and to ensure that DBS and List 99/barring checks are in place. Proof of ID of the hirer and all substitutes to the named hirer must be shown to the Office staff. If this is not done the session will be cancelled but the letting fee will be charged

SOUTH GLOUCESTERSHIRE COUNCIL Regulations for the Letting of Council Premises

GENERAL

1. These regulations apply for the letting of all premises and grounds maintained by South Gloucestershire Council (The Authority). In the case of the use of Education Authority premises required by Act of Parliament these regulations apply so far as they are not inconsistent with the provisions of the Act concerned.
2. In these regulations governing body means-
 - (a) The governing body of a county school, or voluntary school;
 - (b) In the case of an establishment other than a school, a person or group of persons designated by the Director of Education to administer the Authority's letting arrangements.

PROCEDURE

3. All applications must be on the form provided by the Authority and must be completed in full as required. Failure to do so may result in the application not being approved.
4. All applications must be made not less than 21 days before the proposed date of use. Where the proposed date falls within a school holiday, the application must be submitted not less than 21 days before the commencement of the holiday period. Applications for the use of playing fields for fetes should be submitted not less than 2 months before the proposed date of use.
5. Applications will only be accepted for a maximum period of one year between the first day of April of one year and the last day of March of the following year.
6. The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.
7. All lettings must be approved by the head teacher or governing body, although the Director of Education retains the authority to make the final decision on the approval or cancellation of any letting.
8. The Director of Education or governing body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct.
9. No letting shall be considered approved or any change confirmed until done so in writing by the Governing Body or headteacher.
10. No person or persons shall use premises or grounds covered by these regulations without a current approved application form. Any person or persons who knowingly acts in contravention of this regulation will be charged at the appropriate rate and request permission to use any of the Authority's facilities in future.
11. The Authority reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its property or employees.
12. The Director of Education in consultations with the Director of Administration and County Solicitor may exercise this right on behalf of the Authority or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the Authority to be desirable including (without prejudice to the generality of the foregoing) requirements as to fire precautions; security of persons or premises; the employment of security or other staff; the exclusion or admission of any person, persons or class of person or of any animal, animals or equipment; the giving of bonds or the effecting of insurance. The hirer may treat any special condition imposed after the booking as being accepted as a cancellation under Regulation 8.

CHARGES

13. All charges must be paid in advance on the date and by the method required by the Governing Body.
14. Charges will be made at rates which will be determined from time to time by the Governing Body and shall be liable to change without prior notification to the hirer. In cases where incorrect charge has been quoted, the Governing Body reserves the right to charge the correct rate, although the hirer may consider the letting cancelled in accordance with regulation 8.
15. The Governing Body does not undertake to refund any charge on cancellation of a booking by the hirer, unless 21 days' written notice of the cancellation has been given in writing to the Governing Body.

CARE OF PREMISES

16. A no smoking policy applies at all times (this includes E-cigarettes or similar devices).
17. The hirer shall ensure that a responsible adult present and able to supervise at all times during the letting.
18. The hirer is required to pay the Authority the cost of making good any damage to property which may be the result of a letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the Authority for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
19. No desks, fixed furniture or equipment that may be in the accommodation hired shall be interfered with, without the prior approval of the Governing Body or the Head teacher. Standing on seats, furniture, window sills, etc. is not permitted. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings which would damage or disfigure any part of the premises.
20. Chalk, resin or polishing materials may not be used on floors.
21. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer, except with the express approval of the Governing Body or the Head teacher.

EQUIPMENT AND ACCOMMODATION

22. Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements unless specifically requested in the application form and approved by the Governing Body or the Head teacher. Such applications must specify the name and qualifications of the person taking responsibility for their proper use.
23. Chairs installed in the premises may be used by special arrangement with the Governing Body but the Authority does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.
24. The Authority does not provide first aid medical facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.

CONDITIONS OF PREMISES

25. Whilst the Authority gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
26. Where facilities booked by the hirer prove not to be available during the letting, the Governing Body will consider applications for ex gratia refunds of a proportionate part of the letting charge; always providing that no such refunds shall be given for facilities not included in the letting charge. The Governing Body's decision shall be final in respect of any refund made.

SWIMMING POOLS

27. In the case of the hire of swimming pools the hirer shall comply with the requirements of the Authority's Code of Practice (as amended) in particular Part 4 concerning the use of pools. A copy of the Code of Practice is available for inspection at all premises with swimming pools.

INSURANCE

28. It is the responsibility of the hirer to obtain public liability insurance cover of £5 million as a minimum. Insurance affected by the Authority does not extend to a hirer's liabilities. Evidence of the insurance must be shown to the School before the letting commences.

PLAYING FIELDS

29. The Director of Property Services will be the officer responsible for the final approval of lettings at playing fields and certain external recreational areas.
30. The Authority does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting his application and such application will be deemed to be for the particular pitch or field as seen.
31. The Director of Property Services shall deem whether any pitch or field is fit for use and his decision shall be final.

CATERING FACILITIES

32. Separate charges are made for use of school catering facilities in addition to those set out for use of accommodation in the Schedule of Charges. Where the accommodation hired includes school catering facilities, the following special conditions must be observed:
 - (a) A member of the school catering staff must be present while the catering facilities are being used and the requirements of that member of staff must be obeyed;

- (b) There must be no smoking in any kitchen or by any person handling food or catering equipment;
- (c) School tea-cloths must not be used;
- (d) The kitchen and all equipment must be left as clean as it is found;
- (e) School crockery and cutlery must not be used except by special permission of the Director of Education;
- (f) Tables other special condition imposed by the Director of Education;
- (g) Any other special condition imposed by the Director of Education.

LEGAL REQUIREMENTS

- 33. The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licences or any other permission required, always providing that no such application shall be made without the prior approval of the Governing Body.
- 34. The hirer shall comply with Section 12 of the Children and Young Persons Act 1993, that is to say where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
- 35. The hirer will to the best of his endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) are observed at all times throughout the letting.
- 36. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

COMPLIANCE WITH REGULATIONS

- 37. Failure by the hirer to comply with any or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed by the Authority to be just cause for the immediate cancellation of any letting or series of lettings.

Lettings During the Coronavirus (COVID-19) Pandemic

Statement of intent

At Emersons Green Primary School, we recognise the importance of providing a safe environment for our pupils, staff and community alike. This addendum outlines the school's approach to letting the premises during the coronavirus outbreak, and the procedures that the school has put in place to mitigate risks.

All hirers should have due regard for the procedures outlined within this policy.

Cancellation

- The school will amend its cancellation policy to ensure both the school and any hirers are fairly treated in the case of a cancellation due to coronavirus.

Risk management

Infection control

- Infection control measures will be implemented throughout the school site.
- All facilities will be thoroughly cleaned in line with the school's cleaning contract between uses by different groups and after use.
- The school will ensure contact is minimised with all individuals including pupils, staff and hirers who are unwell by ensuring that those who have coronavirus symptoms do not attend school.
- The school will ensure individuals do not attend school if they live in a household with someone who has tested positive within the last 10 days or someone displaying symptoms of coronavirus.
- If anyone in school becomes unwell with a new and persistent cough or a high temperature, or has a loss in their sense of smell or taste, they will be sent home and advised to self-isolate for 10 days, in line with national guidance. They will be encouraged to arrange a coronavirus test.

Precautionary measures

- The school will ensure it takes the details of all hirers and members of their party prior to allowing them onto the school site, to comply with NHS Test and Trace.
 - The school will store any details taken in line with the Data Protection Policy.
 - The school will ensure all hirers undertake an appropriate risk assessment for the activity they will be using the site for.
- 1.1. If the school is not satisfied with the risk assessment undertaken by the hirer, they will not be permitted to hire the school site.

Hirer responsibilities

- The hirer will provide their details and details of anyone in their party to the school prior to using the school site, to ensure it complies with NHS Test and Trace.
- The hirer will ensure all members of their party have read and understand the relevant school policies prior to using the school site.
- The hirer will have due regard for public health advice when undertaking activities on the school site.
- The hirer will ensure they contact all members of their party 24 hours prior to using the school site to ensure they do not have symptoms of coronavirus.

- Any member of the party who has returned from a country requiring quarantine upon return to the UK in the last 10 days will not attend the school site.
- Any individuals with symptoms of coronavirus will not attend the school site.
- If an individual from any group develops coronavirus symptoms within 14 days of attending the site, they notify the school immediately.
- Hirers will clean any equipment or surfaces used after they have finished any activities.
- If individuals develop symptoms of coronavirus whilst on the school site, they leave the site immediately and the school follows the Managing Individuals with Coronavirus (COVID-19) Symptoms and Cases of Coronavirus in School Flowcharts.
- Any individuals arriving on the school site will be asked to sign a declaration form to state that they do not have symptoms of coronavirus and do not live with anyone with coronavirus symptoms.
- Individuals will be required to wear a face covering in areas where social distancing between adults is difficult, unless they are medically exempt from wearing a face covering.