

Fire

The Hirer is responsible for contacting Emergency Services in the event of a confirmed Fire or emergency requiring immediate assistance. On sounding of the fire alarm (A continuous bell) everyone must leave the building immediately via the nearest, signed exit. The assembly point is **on the school carpark OR The School Field—depending on which you have access to.**

In the event of a fire alarm, please leave all your belongings, stay calm and leave via the main hall doors which are located closest to the main entrance, the exit doors will automatically be opened, please make your way to the carpark to await the emergency services.

If you are in a part of the School which you are unable to use the main entrance to exit, please leave through the nearest exit, and make your way to the School Field and await the emergency services. When you are safely away from the building—please call Jenny Smith (number will be under the emergency contacts).

Child Protection and our Designated Safeguarding Leads

The schools first priority is the welfare of our pupils. We are committed to the highest standards in protecting and safeguarding the children entrusted to our care at all times.

Everyone working with our children should be aware of:

- Their role to listen and note carefully any observations which could raise any concern.
- Not attempting to investigate once the initial concern is raised.

If you have a concern that a child is being harmed or at risk of being harmed—or receive a disclosure (intentionally or unintentionally) you must contact one of our Designated Safeguarding leads. Our DSL's will be available in person during our School opening times, or you can call the School Office on 01952 387490. Alternatively you can email—grangepark.dsl@taw.org.uk. This email will also be monitored out of hours, including weekends and holiday periods.

EMERGENCY CONTACTS:

Please only use these contact details in emergencies.

Issue	Contact
No one has arrived to open/close for us.	Business Watch: 01952 582092
An alarm/Fire/other emergency issue	Jenny Smith: 07940 733334
I need to report a non emergency issue, or I cannot get hold of business watch.	jenny.smith@taw.org.uk 07940 733334
I need to report a Safe-guarding concern out of School hours.	grangepark.dsl@taw.org.uk

PLEASE ENSURE THAT YOU DO NOT LEAVE UNTIL BUSINESS WATCH HAS ARRIVED. IF THEY ARE RUNNING LATE, PLEASE USE THE APPROPRIATE CONTACTS ABOVE.

Restrictions:

Please note that the following are strictly forbidden on the school site:

- Consumption or sale of Alcohol on Site
- Excessively loud music
- Smoking/vaping/e-cigarettes

GRANGE PARK PRIMARY

HIRERS INFORMATION



A STRICT NO SMOKING POLICY APPLIES TO SITE AND BUILDINGS WHICH MUST BE ADHERED TO AT ALL TIMES

This information is in addition to other documents the Hirer should be aware of:

- Terms and Conditions of Hire
- Booking Confirmation document(s)

HEALTH AND SAFETY INFORMATION

This leaflet outlines useful information and the main health and safety arrangements in place together with the requirements hirers must implement in order to ensure safe hiring of the premises. Health & Safety Legislation imposes specific duties to persons other than employees; this includes the duty to provide information about such aspects of the way in which we manage our premises and activities in so far as these might affect their health or safety.

All hirers will be made aware of and be responsible for compliance with the school's Health and Safety Policy. The Policy can also be found on the school's website or be requested via email.

Prior to the initial hire session, the hirer will meet with a member of staff who will acquaint the hirer with the following:

- Evacuation procedures, including emergency contact, exits and information specific to the accommodation to be hired
- The school's Building Emergency Evacuation Plan (BEEP), if applicable
- The location of available firefighting equipment and alarm call point for activation of fire alarm
- Incident and/or accident reporting procedures
- Arrangements for out of hours security
- Any specific hazards / equipment / etc that may be within the vicinity or access/egress routes
- Specific exclusion of specialist areas or equipment within the accommodation hired

We thank you for cooperating with us in caring for your health and safety during your hiring. Should you identify any shortcomings in our arrangements for health and safety or defects with our facilities or equipment, we would be pleased if you would draw it to the attention of Jenny Smith.

INSURANCE

As per Terms and Conditions, Hirers are responsible for any damage to the premises, fixtures, fittings, furnishings and displays of work and are required to have appropriate indemnity/public liability insurance in place to cover any losses or damage incurred.

HEALTH AND SAFETY DOCUMENTATION

All hirers will be required to provide risk assessments relating to the purpose of the hire where a significant risk exists that may have a bearing on the operation of the school in the event that things go wrong. The risk assessments must be provided prior to the initial hiring.

In addition, where the hiring of school premises involves the participation of school pupils, the school will require users to submit, prior to the hiring commencing, a system of work for the following:

- a. The safe arrival and departure to/from the activity
- b. Responsibility for handover from class to the activity and from the activity to parents / carers
- c. Security and safeguarding of pupils during the activity

USE OF EQUIPMENT AND MATERIALS

Use of School equipment/resources is prohibited without express permission or noted in the booking confirmation.

All electrical equipment used by the hirer must have an up to date Portable Appliance Test as per Hiring Policy.

Use of flammable or dangerous substances is prohibited.

USE OF SCHOOL FACILITIES

Good housekeeping must be maintained throughout the duration of the hire and all areas used by the hirer must be left as found. Any rubbish must be collected and taken to the school waste bins at the end of the hire, or left as directed by the site manager/caretaker.

At least one set of toilet facilities will be made available to hirers; these are situated at the far end of the building. In addition the general disabled toilet facilities can be used, if available. Hirer's must leave all welfare facilities in a clean, tidy and undamaged condition.

PARKING FACILITIES

Hirers may only use designated areas for parking and must abide by all directional signage and hatched/no parking areas. Vehicles should not obstruct school entrances or exits in the event that emergency access to the school is required by emergency services. Hirers must also ensure that the entrance to the site and access to fire hydrants remain accessible.

SECURITY

Inform the Emergency Services (Police) and Site Manager/Caretaker if intruders are sighted on school premises, do not attempt to intercept or challenge them.

Hirers are to ensure that adequate security controls remain in place during occupancy, adhering to the following requirements:

- Access is by one main entrance to prevent out of hours casual intrusion
- The hirer or their representative will monitor and control the entrance, direct and sign in attendees
- The entrance should be secured once the activity has started or when not monitored

All internal areas of the school not booked as part of the hiring will be out of bounds and may be alarmed for protection of the school and hirer.

As good practice School property is security marked

Hirer's must notify the caretaker if the hire ends earlier than expected; alternatively, the hirer should leave someone in charge of the premises until the caretaker arrives. Under no circumstances must the school be left without any supervision.

REPORTING

The Hirer must Inform the school of all emergencies and/or incidents at the earliest opportunity and no later than the next working day.

Any accidents should be recorded by the Hirer and reported in accordance with the requirements of RIDDOR and the school informed.

Incident reporting

All accidents, incidents, near misses and dangerous occurrences **MUST** be reported to the school as soon as practicable. A copy of the form to be used will be available via email.

The school must be informed immediately if there is damage caused to any school property.