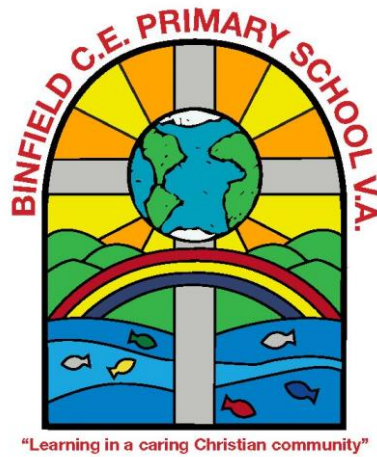


Binfield CE Primary School



Lettings Policy

Date Last Reviewed: April 2023

Date Last Updated: April 2023

Next Review Date: April 2024

Status: Definitive

LETTINGS POLICY

The community facilities comprising the Large hall, FOBS hall, Community Kitchen and adjacent toilet facilities will normally be available for hire out of school hours on Monday to Saturday term time only. However, the Governors reserve for the School the use of the facilities after 6.00p.m where the daytime use of the School is extended into the evening, i.e. for school plays, concerts etc. School events will take priority over other bookings.

Hirers Agreement/Insurance

A formal agreement will be completed for all lettings, this will be annually for regular hirers. Hirers liability insurance must be taken out and this will be charged at the standard rate applicable at the time unless the hirer can demonstrate they have their own insurance which must be approved by the School Business Manager.

Hire Charges

A charge for the hire of the premises will be levied. Details of current rates are available from the School Business Manager. It will be the duty of the Resources Committee to review hire charges on an annual basis. The School Business Manager/Finance Officer will issue invoices for hire charges, and these should be paid within two weeks of issue. No charge will normally be made to FOBS.

The Lettings Procedure

A lettings diary will be maintained in the School Office and all bookings should be made through the School Business Manager/Finance Officer and agreed with the Site Controller if appropriate. A copy of the Fire Action Policy should be provided to all hirers.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

Safeguarding

Hirers involved with running classes for children will be required to hold enhanced DBS clearance and have relevant safeguarding training.

Binfield CE Primary School (VA)

Fire Action Plan

Version 3 March 2019

Aim of this plan

- To ensure the safety of all pupils, visitors and staff in the event of a fire occur.
- To ensure that staff, pupils and visitors are aware of their roles and responsibilities on discovering a fire or when the fire alarm sounds.

Action on discovering a fire

Anyone who discovers a fire must raise the alarm immediately by using the nearest call point located adjacent to the Fire Exits, before proceeding to the Fire Assembly Point. Members of staff should assist in the evacuation of the school.

Designated Fire Assembly Point

The Fire Assembly Point is at the rear of the school playing field adjacent to the gate.

DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS

- you have been properly trained, *and*
- it is safe for you to do so, *and*
- to do so would not impede the evacuation, *and*
- the fire is small enough for you to tackle with a First Aid Fire Appliance,

Do not use Water Extinguishers on any fire that is around electrical equipment or chemicals of any kind.

Action on hearing the fire alarm

If the alarm sounds at any time, the school must be evacuated immediately (see below)

EVACUATION PROCEDURE

Coordinator (Head Teacher or designated deputy)

- Leave the building using the safest route and make your way to the Fire Assembly Point.
- Once at the Fire Assembly Point:
- confirm that the Fire Brigade have been called (In the event of a fire drill of confirmed alarm technical malfunction, the Fire Brigade will not be called)
- confirm that all Children, Staff and Visitors are safe and accounted for
- each class to hold up a green card if all present, red card if any missing
- dispatch a member of staff to the front gate to wait for the Fire Brigade
- decide whether to evacuate to Foxley fields or remain on site
- decide whether to evacuate to the safe refuge (St Marks Church) or to remain on Foxley fields

Office Staff

- Call the Fire Brigade if appropriate

- Collect the Class Registers
- Collect the Visitor, Governor and Volunteer signing in books from the main entrance
- Pick up Yellow Grab Bag adjacent to door in finance office. (The grab bag contains high visibility jackets, aloud hailer and batteries, notebook and pencils)
- Evacuate the building via the safest route, through the Staff Room or alternatively through the main entrance
- Make your way to the Fire Assembly Point;
- Take a role call of all visitors, governors and volunteers and report to the Head Teacher.

Teaching Staff and LSA's

Teaching Staff are to:

- supervise the evacuation of the children to the Fire Assembly Point;
- detail LSA's to check toilets and cupboards on the way out of the building;
- Once assembled at the Assembly Point, take a register of children and notify the Head Teacher of the results.

Other Staff & Visitors

Leave the building immediately by the nearest fire exit. Do not stop to collect valuables, coats, etc. Make your way to the Fire Assembly Point.

Children

Children are to behave in a quiet, calm and orderly manner at all times. There is to be no running or talking. Children are to follow the directions given by the Teacher or LSA in charge.

Building Re-entry

No-one is to attempt to re-enter any of the school buildings until the Head Teacher or appointed deputy has advised that it is safe to do so.

Fire Exits

All Fire Exits should be kept free from obstruction at all times. Any problems with the Fire Exits, Fire Fighting Equipment, or Fire Signage should be reported to the Site Controller or the Senior Leadership Team as soon as is practicably possible.

Vehicles

Incorrectly parked vehicles may hinder the attendance of emergency services; it is the responsibility of individual members of staff and visitors using the car park to ensure that their cars are parked correctly. Evacuees should not attempt to move vehicles until advised that it is safe to do so

Out of hours users e.g. FOBS events, Hall Hirers, Contractors

Other users of the school premises should follow this procedure and always evacuate the school building if the fire alarm sounds and assemble on the rear playing field.

The event coordinator should nominate an adult to check the toilets on the way out and take the register of attendees in order to ensure everyone is accounted for.

Event coordinators should always bring a torch to evening events in case of evacuation in the dark.

The Site Controller should be informed of the occurrence and can be contacted on 07512 795130.

Autumn term 2023

INSET Day (1) Friday 1 September 2023 – school closed

Term starts: Monday 4 September – first day of term

INSET DAY (2) Friday 20th October 2023- school closed

Half Term: Monday 23 October to Friday 27 October

Term Ends: Friday 15 December 2023 – last day of term

Christmas holiday: Monday 18 December 2023 to Monday 1 January 2024

Spring term 2024

INSET DAY (3) Tuesday 2nd January 2024 – school closed

Term starts: Wednesday 3rd January 2024 – first day of term

INSET DAY (4) Friday 9th February 2024 – school closed

Half Term: Monday 12 February to Friday 16 February

Term ends: Thursday 28 March – last day of term

Easter holiday: Friday 29 March to Friday 12 April

(Good Friday: 29 March 2024, Easter Monday 1 April 2024)

Summer term 2024

INSET DAY (5) Monday 15th April – school closed

Term starts: Tuesday 16th April - first day of term

May Bank Holiday Monday : 6 May – school closed

Half term: Monday 27 May to Friday 31 May

Term ends: Tuesday 23 July 2024 – last day of term.