



## WORLE COMMUNITY SCHOOL LETTING OF SCHOOL PROPERTY POLICY

### HEALTH AND SAFETY PROCEDURES APPROVED BY GOVERNORS: 8 SEP 14

- 1 Hirers using the premises must be familiar with emergency procedures and competent to respond in an emergency
- 2 Hirers must:
  - ascertain the location of alarm points.
  - be able to recognise the alarm (bell).
  - familiarise themselves with exits from the building.
  - brief users on emergency procedures.
  - ensure that, in an emergency, persons leave the building in an orderly manner, the person in charge leaving last.following an evacuation, conduct a roll call and notify emergency services of any missing or suspected missing persons.
- 3 Hirers must be aware that their responsibilities include:
  - sounding the alarm in the event of discovering a fire or other emergency.
  - summoning the emergency services.
  - advising the emergency services of the location of the incident.
  - liaising with school staff where possible or appropriate:

<b>assistant business manager</b>	<b>Deputy Site Supervisor</b>	<b>Resident caretaker</b>
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- 4 The fundamental principle is that the safety of persons over-rides all other considerations.
- 5 Hirers will make appropriate arrangements for safety in respect of any appliances, machinery or substances used.
- 6 Hirers will make appropriate arrangements for any necessary first aid cover.
- 7 Hirers are responsible for communicating these procedures to its agents.
- 8 It is the policy of the Governing Body of Worle School that lettings should be conditional on acceptance of these responsibilities and procedures.