



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:

| assistant business manager | Deputy Site Supervisor | Resident caretaker |
|------------------------------------|-------------------------------|---------------------------|
| Robin Baxter-Ludlow 07718364868 | | Karl Mason 07836287110 |

- 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.