

Policy for Lettings and Use of Academy Premises



Policy Family	Health and Safety
Responsible Manager	Chief Operating Officer
Approval Date	October 2025
Issue Number	1.0
Review Date	October 2026

1. Aim

The Trust aims to ensure the use of the Trust's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the students and secondly, for our Community. This provides academies with additional income for the benefit of their staff and students.

This policy aims:

- To maximise the commercial opportunity for lettings for the benefit of our academies.
- To ensure costs are fully calculated and covered.
- To provide a professional service for users of the Trust's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds
- To ensure that lettings support the Trust purpose, mission and values
- To ensure our academies are at the heart of their communities.
- To support the community in sporting, cultural, community and educational use of our premises.
- To be consistent with the Trust Equal Opportunity Policy.

The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health & Safety suite of policies. The Trust is vigilant to the possibility that out-of-hours hire of the academy premises may be requested by people wishing to run events which conflict with our values, purpose and mission. The Trust does not accept bookings from individuals or organisations whose intended events contradict our values, approach and commitment to maintaining our site as an inclusive, welcoming community.

The Trust uses the lettings platform BookingsPlus.

2. Insurance

The hirer is responsible for providing Public Liability Insurance to the value of £5,000,000 (five million pounds) that will indemnify the Trust against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises unless due to the negligence/default of the Board of Trustees, its Servants or its Agents. It may be possible for small community groups to arrange such cover via the Academy's own risk protection arrangements. Further details can be obtained from the Trust Estates Lead Compliance Officer.

3. Health & Safety and First Aid Policy

- 3.1 The hirer is required to take all necessary and appropriate action to ensure that all relevant legislation and codes of practice for health and safety are met in full at all times. This includes ensuring that safe working conditions and risk assessments for the health, safety and welfare of personnel using the academy premises and facilities are provided.
- 3.2 The hirer must report any defects in premises or equipment which relate to or may affect the health and safety of personnel using our facilities.
- 3.3 First aid is not provided and the hirer is responsible for making its own arrangements for first aid provision. All accidents must be reported to the academy member of staff on duty or email estates@potteries.ac.uk within 24 hours.
- 3.4 Fire evacuation notices are displayed throughout the Acadmies. All hirers should ensure that users are aware of the fire exits.

4. Safeguarding Children

- 4.1 It is the responsibility of the Hirer to ensure that all individuals associated with their activity working or volunteering with children, have received an appropriate and valid Disclosure and Barring Service (Criminal Records) check. For all clubs and groups hiring any Trust facilities, the Trust will require a copy of the Safeguarding Policy prior to hire being approved.

5. Care of Trust Premises

- 5.1 The Hirer is responsible for everyone who is on the Trust premises for the activities they are organising and generally for everyone who comes on to the parts of the Trust's premises which are under the Hirers control at the stated times. The Hirer is responsible for ensuring that they comply with all the terms of the hire agreement.
- 5.2 No nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The Hirer shall ensure that no persons using the permitted area wear shoes with stiletto heels or other footwear which may in the opinion of the Board of Trustees be damaging to the floor surfaces to be hired. Hirers of the Dance Studio or Astro Pitch should take particular care to ensure that the rules of use are adhered to.

6. Equipment and furniture

- 6.1 Apparatus, furniture or equipment belonging to the Trust must only be used for their proper purposes. Any Academy equipment used must be returned to its normal storage place. P.E. mats must be stored flat. Any equipment found to be damaged at the beginning of a session must be brought to the attention of academy member of staff on duty or email estates@potteries.ac.uk within 24 hours. Any equipment damaged during a session must be reported to the academy at the time of damage or within 24 hours afterwards. The Hirer shall be responsible for reimbursing the full cost of any damage to the premises, furniture and equipment occasioned by users.

7. Electrical Equipment

- 7.1 Hirers wishing to bring onto the Trust premises any mains operated equipment must obtain permission from the Trust beforehand and satisfy that the items have been tested within the previous 12 months by a person approved by the Trust. The testing of appliances by the academy can be arranged for a small charge subject to availability.

8. Food / Alcohol

- 8.1 The consumption or preparation of food is only permitted in the Dining Room and canteen seating areas unless written permission has been obtained from the individual Academy. Exception to this is where the session is a food preparation class such as Cookery or Cake Decorating.
- 8.2 The consumption of alcohol is not permitted on the premises without prior written approval by Trust. If approval is granted it must be noted that The Educational Trust does not hold a licence for the sale of alcoholic drinks and that the Hirer is responsible for complying with the licensing laws.

9. Smoking and Vaping

- 9.1 Smoking and Vaping is not permitted on any part of the Trust premises. This includes all indoor areas, car parks, Astro-Pitch, and other open space/grounds. This applies to all spectators and other visitors and the Hirer is responsible for ensuring that this rule is observed.

10. Accidents

- 10.1 The Hirer and their appointed session leader are responsible for making arrangements for the provision of first aid cover. Organisations must make their own arrangements for summoning assistance. The Trust does not accept any responsibility for providing first aid cover.
- 10.2 If an accident occurs during a letting then it must be reported verbally to the academy member of staff on duty before the letting finishes.
- 10.3 A written report must be made to the Academy of all injuries sustained. The report must contain details of the injury sustained, names and address of persons injured, name and address of any witnesses, the time and place of the incident and any actions taken following the injury.
- 10.4 Any incident that could have resulted in an injury or other serious consequence must be reported in writing to the Academy.
- 10.5 Hirers are advised that certain serious injuries or incidents may require reporting to the Health & Safety Executive and that it is the Hirers responsibility to make such reports.

11. Fire Evacuation Procedure

- 11.1 Upon discovering a fire, the alarm must be activated. Break-glass points are situated in all parts of the building, usually near fire exits. The person discovering the fire must summon the fire brigade and inform the academy member of staff on duty of the location. In the absence of this person, the person discovering the fire must meet the fire brigade on arrival and direct them to the site of the fire.
- 11.1 Portable fire extinguishers are available throughout the site but should only be used to aid evacuation. They are not intended for fighting a fire.
- Note: These are fitted with anti-theft alarms that are independent of the fire alarm system.**
- 11.2 The evacuation alarm is a continuous sounding of the sirens. All persons must leave the buildings by the nearest safe route on the sounding of the alarm and assemble outside the main entrance. The Hirer or Session leaders appointed by the Hirer should familiarise themselves with the location of firefighting equipment, call points and exit routes, and

check that appropriate exits are unlocked at the start of the session; otherwise they must contact the academy member of staff on duty.

11.3 Where practicable, the Hirer or their appointed session leaders/course organisers must take a roll call and report to the academy member of staff on duty. In the absence of the academy member of staff on duty, the Hirer or their appointed session leaders/course organisers should report to the fire brigade.

11.4 Fire doors must not be propped open.

11.5 Fire evacuation practices may be held outside normal Academy hours. All persons using the premises are required to cooperate with any practices.

12. Site Security

12.1 Many of the external doors across the academies are fitted with an electrical locking system, preventing access to the building. Users of the premises must not prop these doors open, as this will compromise the security of the building. The automatic locking system does not prevent egress from the building.

12.2 A CCTV surveillance and recording system is operated by the Trust for the safety and security of those using the academies in most areas of the building and surrounding grounds.

13. Car Park Arrangements

13.1 The parking of vehicles on the Trust's property shall be permitted in approved, marked parking bays only, on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the Academy's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the Academy premises.

Note: Availability of parking spaces is not guaranteed. The speed limit is 5 mph on all roadways and car parks around every Academy which must be obeyed by the Hirer and all associates at all times.

14. Variation of conditions

14.1 There shall be no variation in the conditions of hire without the express consent of the Board of Trustees.

15. Cost of Lettings

15.1 Under the direction of the Board of Trustees, the Trust has devised a level of charges for each of the areas available for hire. The prices are comparable with other academies across the County. Failure to settle an account in full will result in the remaining bookings being cancelled and the Trust seeking financial redress. Payments for hire must be made in advance of any hire.

15.2 All bookings must have a responsible person over 18 years of age as leader. Any leader in charge of persons under 18 years of age must be DBS checked and the academy will request sight of this form. All documentation must be completed and returned before a booking is confirmed.