

Ysgol Pentrehafod

Pentrehafod School



Lettings Policy

Polisi Gosodiadau

Reviewed November 2020

Adolygwyd Tachwedd 2020

Date of Next Review November 2021

Dyddiad yr Adolygiad Nesaf Tachwedd 2021

Policy Reviewed by:

Ms Tracey Evans

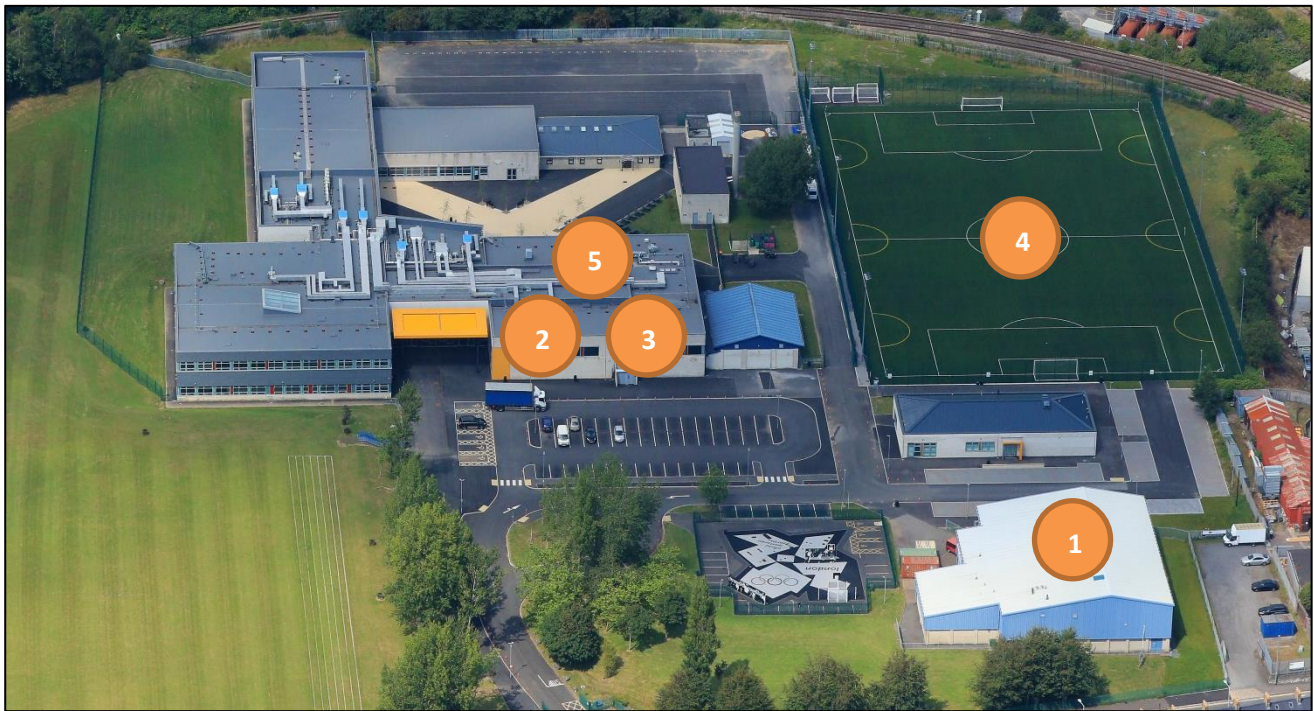
Operations Co-ordinator, Pentrehafod School



Overview

City & County of Swansea owns Community Schools. School governing bodies have day-to-day control over school buildings and grounds, and have responsibility for deciding the use of school facilities both during and out of school hours. Governing bodies may delegate this responsibility to the Head Teacher. The delegation of responsibility and charges of the letting facilities are reviewed annually by the governing body.

Pentrehafod School Site



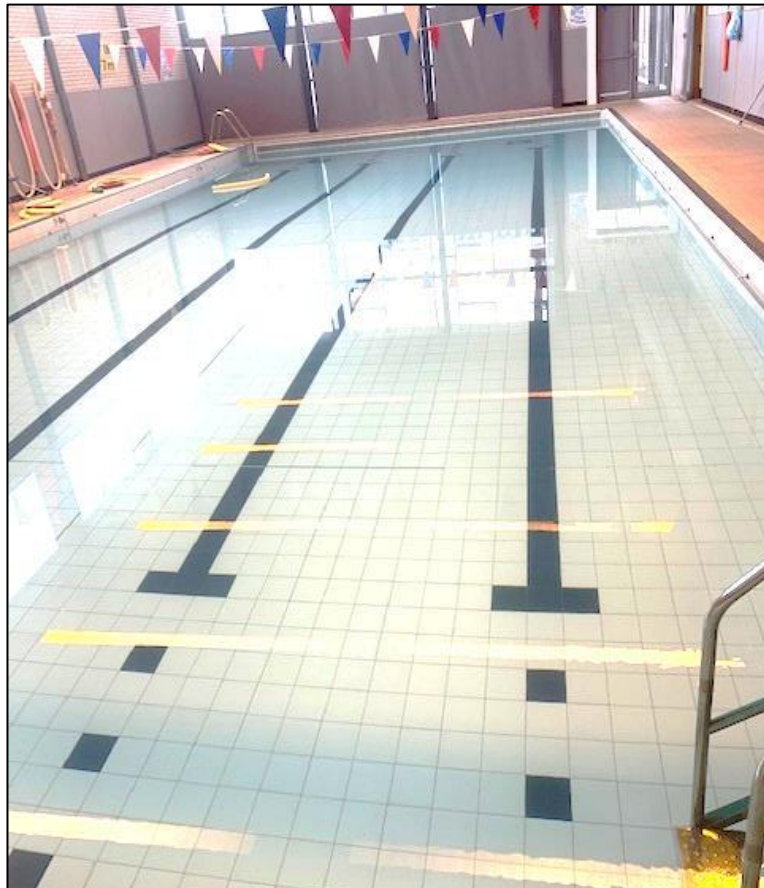


Facilities for Hire

1. Sports Hall – approx. 33 x 18 metres



2. Swimming Pool – approx. 17 x 8 meters

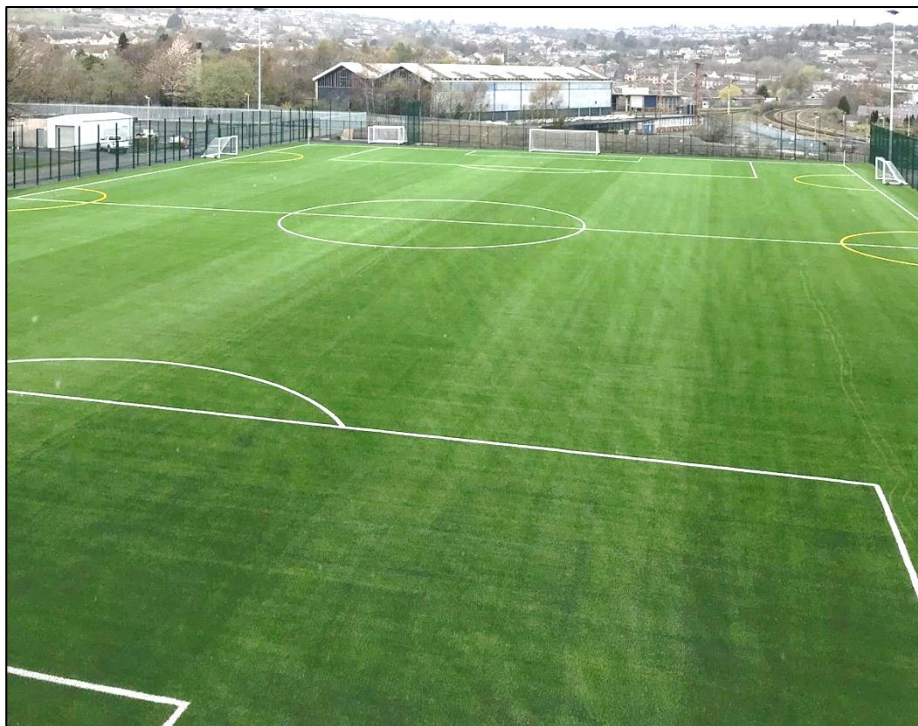




3. Gym – approx. 21 x 12 metres



4. 3G Pitch – approx. 150 x 100 metres





5. Hall – approx. 24 x 12 metres



Charges

Lettings of the leisure facilities are exempt from VAT. Day/hire session is payable monthly to the School.

- 3G Pitch £75.00 per 55 minutes full pitch, £40 per 55 minutes half pitch.
- Sports Hall £40.00 per hour.
- Gym £20 per hour.
- Swimming pool £45 per hour mid-week, £60 Saturday, £65 Sunday.
- Main Hall £20 per hour, additional £10 charge per hour for the use of the bleacher seating and/or projector.



The Hirer

- Conditions of use are set out in the Hire Agreement (appendix A).
- Prior to commencement. the hirer must provide a copy of their public liability insurance with a minimum cover of £5 million, DBS numbers of all coaches/staff and volunteers who are working with children and/or vulnerable adults, a copy of the relevant qualification certificate and a signed copy of the hire agreement.

Parking

- Parking is restricted to the **allocated** parking bays as specified.
- Disabled bays are strictly for blue badge users only.
- Onsite parking is available at the vehicle owner's own risk. The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site.

Receipt of Payment

Payments via cheque or Bacs accepted. The following procedures are adhered to when receiving payment;

- Cheques made payable to "Pentrehafod School".
- On receipt of a cheque, it is stored in the school safe located in reception until it is banked at the earliest opportunity.
- Corresponding invoice number written on the back of the cheque.
- Bacs payments are made to Pentrehafod School principle account, sort code 30-95-46, account number 62635268 using the invoice number as reference.
- Confirmation email of payment made is sent to recipient via "BookaPitch".



Covid-19

- Each club has to assign a Covid -19 officer to represent their club.
- They are responsible for cascading the covid-19 considerations set out in the hire agreement to their club members.

Fire

- The school are responsible for the fire evacuation implementation as per Fire Action Plan.
- The hirer is briefed on the fire evacuation procedure.
- The Hirer must attend a fire drill evacuation at the service and subsequently organise a fire drill every 6 months from the commencement of the Hire Agreement, in line with City and County of Swansea operational policy and submitted to the Premises manager.
- The Hirer is responsible for any costs incurred as a result of activation of security alarms which necessitate the attendance of key holding company and or security alarm company.



Hire Agreement – XXXXXX

This agreement gives to the Hirer permission to use the XXX during the times specified:

Date(s)/period of hiring: XXXXX

Time of starting: XXXX

Time of closing: XXXX

Maximum number of persons using the XXX: XXXX





XXXXX ('the Hirer') Of: XXXXX

To use the XXXX at the date(s) and times indicated, on the following conditions:

1. The fee of £ per hour on weekdays (that is Monday to Friday inclusive, excluding bank holidays) £ per hour on Saturdays and £ per hour on Sundays. Costs are not inclusive of VAT. day/hire session is payable **Monthly** in arrears to the School.
2. The facility must be vacated on time and left in a clean and tidy condition.
3. All waste/rubbish must be removed from the building and disposed of by the Hirer (including nappies and incontinence aids) as only low level personal care bins are supplied.
4. No alcoholic drinks may be consumed anywhere on the School premises (including in the grounds).
5. No smoking will be permitted anywhere on the School premises (including in the grounds).
6. No open fires, candles or unauthorised electrical equipment shall be used on the School premises. A copy of the Hirer's Portable Appliance Testing certificate (PAT) to be supplied to the Premises Manager annually.
7. No illegal, indecent or immoral activity is permitted.
8. Noise levels must be contained to a reasonable level at all times and after 10.00 pm no noise shall be audible in any of the neighbouring houses and flats.
9. No activities taking place at the premises shall invalidate any Insurance Policy in place.
10. No betting, gambling or gaming is permitted on the School premises.



11. If the Hirer wishes to provide public music, dancing or other public entertainment, the Hirer must first obtain any necessary licence and show it to the Head of the School on demand.
12. Parking must be restricted to the allocated parking bays as specified
13. Only permitted persons under this Hire Agreement should occupy the premises and it should not be sublet to any other persons.
14. The Hirer personally must pay for all damage caused to any School property as a result of the hiring and must make their own arrangements and have in force public liability insurance to the sum agreed by the Council for any activities carried on in the room.
15. The Hirer is responsible for any costs incurred as a result of activation of security alarms which necessitate the attendance of key holding company and or security alarm company
16. The School will provide a clean and tidy room, all heating and lighting, use of lavatories and cloakrooms (in common with others), furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery (please note no storage will be provided)
17. The Hirer shall remove all their possessions at the end of the occupation.
18. For safety and hygiene reasons, children under 16 years are not permitted in the kitchen and use of the centres refrigerators is prohibited.
19. The Hirer must attend a fire drill evacuation at the service and subsequently organise a fire drill every 6 months from the commencement of the Hire Agreement, in line with City and County of Swansea operational policy and submitted to the Premises manager (Copies of the CCOS fire drill form will be supplied by the Premises Manager).



20. As part of fire evacuation plan the Hirer must provide Personal Emergency Evacuation Procedures (PEEPS) for those present who have difficulty and require support to leave the premises as per the Emergency Action Plan (EAP).
21. The Hirer must ensure that a register or record of attendance is kept for fire safety evacuation purposes.
22. Any accidents or near misses need to be reported to City and County of Swansea Health and Safety via the School Head Teacher (HS2 Accident Forms supplied)
23. The Hirer can contact the duty caretaker/leisure staff at all reasonable times on telephone number displayed in Reception.
24. This Hire Agreement may be terminated with 1 month notice by either party.
25. Any activity on the School premises will be open to inspection at any time by the School Officers.
26. The permit to use the School premises and facilities could be withdrawn from clubs/organisations neglecting the above regulations without the agreed notice period.
27. The sale of alcohol including alcohol raffle prizes are not permitted on the school site. Such sales would require a TEN's and due to local authority and insurance requirements, this will not be authorised.

The following information is required prior to commencement

28. Copies of NOP/EOP when applicable
29. The hire will be responsible for the collection and monitoring of all DBS records for coaching/support or volunteers that assist in delivery of activities in line with the club's delivery. This information will also be collated and secured in line with the affiliated/ national governing body or professional association requirements and stored in line with GDPR guidelines.



DBS NAME	DBS NUMBER	EXPIRY DATE

- 30. All relevant qualifications must be provided to the school prior to commencement of agreement.
- 31. Copies of certificates required.
- 32. The hirer must provide a copy of the club/organisations public liability insurance.
- 33. The named safeguarding officer for the club is:
 - 1.....
 - 2.....
- 34. The clubs named fire marshals who are fully aware of the agreed EAP and received training to safely support the evacuation of the building are as follows:
 - 1.....
 - 2.....
- 35. Covid-19 Risk assessment as per governing body guidelines



Covid-19 Considerations

Pentrehafod is committed to providing a safe and secure environment for all service users to its leisure facilities. This operational plan has been carried out in conjunction with the Welsh Assembly guidance.

The following measures are in place to reduce the risk;

- The facilities are cleaned at the end of the school day by CCS cleaning services, this is done in preparation for leisure users and again at the end of the leisure session by leisure staff in preparation for school users the following day.
- All service users are bona-fied organisations who submit appropriate documentation, insurance and risk assessments; the school does not operate a walk in policy from members of the public.
- All staff are first aid trained and will be supplied with appropriate PPE.
- Generic covid-19 prevention systems will be in place, this includes hand sanitising stations, hand washing facilities, covid-19 signage, one way systems, increased cleaning schedules and increased ventilation throughout.
- A detailed programme of organisations attending to assist Test, Trace and Protect.
- Additional cost incurred by covid-19 will be charged to Pentrehafod School and will not be passed on to clubs.

Pentrehafod leisure is confident that by working closely in conjunction with the clubs that all necessary covid-19 adjustments will be implemented and adhered to effectively. **It is imperative that all organisations follow the guidelines to minimise the spread of covid-19;**

- A Covid-19 Officer is assigned to every club/organisation.
NAME.....
- Service users remain in car until requested to enter building.
- Entrance via main reception.
- Hand sanitiser upon arrival.
- Read self-declaration information displayed in reception.
- Doors wedged open to increase ventilation and avoid touch points.



- One way system created exiting via designated fire exit.
- Accompanying persons to remain in cars.
- Session times will be staggered.
- Cleaning of high touch point carried out between sessions.
- Social distancing at all times.
- Promote awareness covid-19 procedures.
- Appropriate signage displayed.
- Covid-19 questions and self-declaration completed.
- Any persons displaying symptoms must leave the premises.

Due to the global pandemic and ongoing monitoring of local restrictions, the COVID secure arrangements may be subject to change at short notice. Any change will be communicated with the hire at the earliest opportunity.

Declaration

I agree to follow the covid-19 guidelines set out by Pentrehafod School and clubs governing body

I agree to these conditions and I accept personal responsibility for this hiring, and aware that the 3rd party letting may be subject to audit/ inspection by the school or local authority at any time during the period of this agreement.

Signed: **(Hirer)**

Printed Name **(Hirer)**

Date:



Document Management

Document Ratification

This Policy was presented to Governors on **18th November 2020**.

It will be reviewed in **November 2021** or if National and Local Policy or Guideline is updated.

Signed.....

Mrs M Hughes

Chair of Governors

A handwritten signature in black ink, appearing to read 'M Hughes', written on a white rectangular background.