

Lettings Policy

Status	Date
Original approval by Finance and Premises Committee (now Resources Committee)	15 th September 2015
Last reviewed and approved by Resources Committee	30 th June 2026
Revision Due	Summer 2027

Signed...*Martin Lloyd*.....

Signed...*Amanda Pritchard*.....

Chair of Resources Committee

Headteacher

Date...30/06/26.....

Date...30/06/26.....

Key amendments since last review

Page	Amendments
various	Minor updates to wording e.g. changing 'parents' to 'parents/carers'
2	Removed '(such as the local branch of 'Weight Watchers')'.
4	Added: Lettings are not normally available on Sundays or Bank Holidays. There may occasionally be exceptions to this which must be agreed with the Headteacher in advance.
6	Added 'ABM' to point 1.2
6	Changed all references to 'NS' to 'Finance'
9	Insurance section removed: 'The Academy's insurance can extend to a hirer's liabilities. If the hirer wishes to obtain this cover, there will be a £7 charge, otherwise, it...'
11	Updated charges for 2026-27.
11	Removed: 'If you do not have insurance, cover can be arranged at a cost of £7 per day.'
11	Updated wording: 'All Category 3 commercial lettings must have Public Liability Insurance Cover'
11	Removed: '(+ £7 insurance Y/N?)' from form
various	Removed bank holidays as an option for hire
13	Added email addresses to contacts
14	Added to Accidents and First Aid section: 'and the What 3 Words reference is: brands.melt.loves.'
various	Removed out-of-date contact details



Introduction, Aims & Scope

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

Definition of a letting

A letting may be defined as:

"Any use of the school buildings and grounds by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

- Governing Body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' / carers' meetings
- Meetings of the PTA
- PTA organised events
- Educational and support services provided by partner organisations.

Priority for lettings

The Governing Body is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- Educational activities open to school pupils and their families
- Lettings that encourage wrap around care, breakfast club and the after school club
- Lettings for religious groups and organisations
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents/carers attached to the school

- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent/carer support groups
- Lettings to self-help groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings to youth groups

New lets will be vetted to ensure all hirers are appropriate and do not pose a risk to the school including any reputational risk. This is in line with Prevent Duty guidelines. Activities that may not be considered to be appropriate for lettings include activities already well provided for in the local area or not deemed to be compatible with the ethos of the school, such as those selling alcohol or promoting gambling.

For long term lets, there may be occasions where the school requires the hall for its own use. The school reserves the right to the use of the hall and school events will take priority. However, the school aims to provide at least 30 days notice and can assist in relocating the let to another local hall if required and will endeavour to keep these instances to a minimum.

Types of Lettings

The Governing Body has agreed to define lettings under the following categories:

- **Category 1** - School lettings for 'not-for-profit' activities for current pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- **Category 2** - Lettings to be made on the basis of full cost recovery, namely:
 - i) Community lettings of all sorts,
 - ii) Current parents and carers of children at the school but without educational benefit
 - iii) Commercial lettings with some clear income or other benefit to the school
- **Category 3** - Other Commercial lettings will be charged on a cost plus an income margin for the school. This category includes parties for children not at the school.
- **Category 4** – Peripatetic lettings during the school day bearing benefit to the school or its pupils
- **Category 5** – Breakfast and After School clubs run for the benefit of the school

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the Scale of Charges for community use.

The scale of charges will be reviewed annually by the Resources Committee for implementation from September each year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Finance/ Admin Officer will follow the defined lettings categories and apply the appropriate charge, consulting the Academy Business Manager where necessary. Governors will oversee lettings, make decisions on any contentious lets or agree to offer any discounts or subsidies for any lettings, as they deem appropriate.

The minimum hire period will be two hours (some exceptions may apply). The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The Academy reserves the right to recover any costs incurred that are unavoidable as a result of cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.



For rates of charges for the current Academic year please refer to appendix 2 section 6.

Letting times, available facilities and equipment

The following times, facilities and equipment available are normally available in term time only when agreed as follows: **7am-10pm**

- Large Hall
- Small Hall
- Classrooms
- Small meeting rooms
- Grounds and play equipment
- Multi-use games area (MUGA)
- Dining seating area
- Small kitchen
- IT facilities for conferences and meetings including wi-fi

Lettings are not normally available on Sundays or Bank Holidays. There may occasionally be exceptions to this which must be agreed with the Headteacher in advance.

Variations to these facilities and times will be subject to the approval of the Headteacher.

Conduct of users

This is set out in the Terms and Conditions for use of school premises (attached).

Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measures. CCTV is in use on the school site.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher and Academy Business Manager (ABM) who can escalate / refer decisions to the Resources Committee where necessary. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security or child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

Lettings will be reviewed annually at the Resources Committee. This will include information on users, finances, incidents and accidents, enquiries and any lettings refused.

Application Process and Lettings Contract

Those wishing to hire the premises should send an email enquiry to lettings@westburyontrym.academy with details of the date, time and reason for hire. All lettings will be considered by the Academy Business Manager in the first instance and agreed prior to a contract being issued. If a letting has been approved, an email confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract (see Appendix 3 and Appendix 4 respectively).



The Lettings Contract should then be signed and returned to the school to secure the booking. The school shall be in receipt of these signed copies before a letting takes place and no letting should be regarded as “booked” until approval has been given in writing.

The school reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges. The Academy will seek payment in advance wherever possible in order to reduce any possible bad debts and/or a deposit to cover damage and the preferred method of payment will be discussed with the hirer. An official receipt will be issued on request.

We will share details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance as appropriate. All finer details for the letting are to be agreed with the Site Manager.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools’ requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Designated Safeguarding Lead (the Headteacher) as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

The Lettings and reporting processes

Each year in Term 6, Governors will review the lettings policy, including charges and processes

- End-of-year review on lettings (types/sites/issues/feedback/finances/gross and net income)
- Review of Lettings Policy
- Review of Lettings Process

The school website will also be updated to reflect changes.

Appendix 1 summarises the complete process of a letting in the Academy and for reporting on the ongoing lettings outcomes to the Resources Committee.

Appendix 1 – Decision-making process from initial enquiry to approval of a Letting

Stage of request	School action	Staff	Note
1	INITIAL ENQUIRY		
1.1	Logging of inquiry	Site Manager	
1.2	Confirmation or not of availability/suitability of let	Site Manager/ABM	Could STOP sequence at this stage
1.3	Possible informal site visit	Site Manager (SM) /office	Could STOP sequence at this stage
2	FORMAL APPLICATION		
2.1	Copy to SM / ABM for comment	Site Manager	
3	SCHOOL DECISION		
3.1	Site Manager discusses Lettings enquiry with Academy Business Manager	Site Manager/ABM	If contentious, ABM to refer to Resources Committee
3.2	If contentious, Resources Committee will review if referred by ABM in step 3.1	HT/ABM/Chair of Resources	Notes any comments from SM
3.3	ABM and/or Resources Committee confirm approval of let and category of charge	HT/ABM/Chair of Resources	Could STOP sequence at this stage if deemed an inappropriate let
4	CONTRACT FORM		
4.1	Contract form for let sent to hirer by SM	Site Manager	
4.2	Signed contract logged	Finance/SM	Booked in calendar
4.3	Invoice sent to hirer & request for insurance certificate (where applicable)	Finance	
4.4	Add event to annual lettings schedule for Resources Committee	Finance	Includes note of gross and net income. Optional if a one-off
4.5	Site preparation	Site Manager	
5	EVENT		
5.1	Caretaking	SM or deputy	To open, monitor and close site
6	POST EVENT		
6.1	Hirer to ensure site left as found and cleaning conducted as appropriate and as agreed in advance	Hirer	
6.2	Restoration of site	Site Manager	
6.3	Any problems/issues of hire logged	ABM/SM	Notes any comments from SM
6.4	Hirer survey	ABM	Comments collated and presented to Resources Committee by ABM

Appendix 2 – Terms and Conditions of a Letting at Westbury on Trym CE Academy

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

The 'hirer' means the person or entity identified in the relevant hire request form.

A. EQUIPMENT AND ACCOMMODATION

- A. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
- B. The hirer shall not sub-licence any of the premises under the licence.
- C. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
- D. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
- E. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
- F. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment;
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
- G. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
- H. The hirer must clear away any rubbish and leave the premises in the condition in which they were found, ensuring areas hired are clean and tidy and none of their own equipment is left behind.
- I. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
- J. Any desks, furniture or equipment in the rooms hired must not be interfered with, without prior agreement with the Site Manager or Academy Business Manager.
- K. Chalk, resin or polishing materials may not be used on floors. Fittings, fixtures or decorations of any kind are not allowed, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage walls or any other part of the premises.
- L. The lighting arrangements of the premises must not be supplemented or altered. Specialist equipment such as a public address system must not be installed by the hirer, except with the express permission from the Academy Business Manager or Headteacher.
- M. Specialist rooms and equipment (including gymnastic equipment, the Opus AVA system, stage lighting and pianos) are not included in the letting arrangements unless negotiated, costed and approved by the Academy Business Manager or Headteacher. The hirer is responsible for their proper use if approved and training will be provided for the use of this equipment where included in a Lettings agreement.
- N. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- O. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.



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- P. The Academy does not provide first aid facilities for the hirer or guarantee access to a telephone for calling assistance during lettings. Hirers should make their own arrangements in this respect. However, there is a defibrillator on site in the medical room which is available for emergencies.
- Q. The use of toilets is included in the charge when hiring the building.
- R. It is the responsibility of the hirer to ensure that any equipment brought onto site for use during the letting e.g. speakers should be PAT tested.

B. LEGAL REQUIREMENTS

- A. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
- B. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
- C. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
- D. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
- E. The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Headteacher / Resources Committee.
- F. The hirer must comply with any legislation and regulations in force at the time of the letting. If the letting is for any play or entertainment provided for children, it is the responsibility of the hirer to station a sufficient number of responsible adults to prevent more children being admitted to the building than can be safely accommodated, to control the movement of the children while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
- G. The hirer is responsible for carrying out any risk assessments relating to the activities it is running.
- H. The hirer must ensure all appropriate action is taken with respect to safeguarding. If the premises are let for the purpose of clubs or regular lets involving children or vulnerable adults, the Academy would expect robust safeguarding practices to be in place, including safer recruitment processes and DBS checks for all staff. The Academy may request evidence of this.
- I. The hirer will to the best of their endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) are observed at all times throughout the letting.
- J. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.
- K. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- L. No dogs are permitted on the school grounds or within any of the school buildings, other than assistance and therapy dogs.
- M. The Academy site (including grounds and buildings) is a no smoking and no vaping area at all times.



INSURANCE

- A It is the responsibility of the hirer to obtain public liability insurance cover of £5 million with a reputable insurer and a copy of the certificate needs to be attached to the lettings form.
- B Evidence of the insurance must be shown to the School before the letting commences. A copy will be retained on file with regards to expiry dates of hirer's insurance and an updated version of an insurance certificate should be made available to the school for repeat hirers.

N. CONDITIONS OF PREMISES

- A While the Academy gives no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

O. COMPLIANCE WITH CONDITIONS

- A Failure by the hirer to comply with any of the above conditions, intentionally or not, may be deemed by the Resources Committee to be just cause for the immediate cancellation of any letting/s.
- B The hirer is expected to extend courtesy to local residents in respect of noise and parking and events will not extend beyond 10pm, unless otherwise agreed with the Headteacher.
- C The hirer will be expected to comply with Health and Safety and Fire Regulations as they apply to the Academy, a copy of the policies are available from the school office.

P. SCALE OF CHARGES

The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.

Charges are based on the letting of a hall or two classrooms: for other spaces which are let charges will be negotiated. All prices are based on one hour or part thereof and are exclusive of VAT. Lettings which occur in school holidays may incur additional costs.

Category 1 lettings incur no charge.

Governors reserve the right at their discretion to waive, or otherwise reduce, the lettings charges made in specific circumstances for Categories 2 & 3 as defined above. For Category 2 and 3 lettings there is a one off set up cost of £15 per new let (excluding birthday parties), as well as the per hour charges as follows:

Category 2

£20 per hour Monday- Friday
£26 per hour at weekends

Category 3

£26 per hour Monday- Friday
£34 per hour at weekends

Category 4

£7 per session (Monday- Friday during term time, with unlimited duration)

Category 5

£21 per session (Monday – Friday during term time, before school). Local agreement after school Mon-Fri.

The Sports Field including access to the Multi-Use Games Area (MUGA) will be hired out at a rate of £25 per hour or £29 per hour at weekends for any users in categories 2 and 3. If you wish to hire any additional classrooms as part of a hall letting then do contact us to discuss this further.



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Cancellation

If a hirer decides to cancel a let, failure to provide 10 working days written notice could result in a cancellation charge of up to 50%.

Should the school need to cancel any agreed hiring due to unforeseen circumstances, we will endeavour to provide as much notice as possible and will provide a full refund. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.



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Appendix 3 - LETTINGS FORM - INVOICE NUMBER _ _ _ _

Name and address of hirer:				
POSTCODE:		Do you have a child at our school? Yes / No		
Email Address:				
Contact Numbers:				
Dates and times required (to allow for preparation and clearing up time)				
Start Date	End Date (if different)	Day of Week	Start Time	End Time
Purpose of Hire & Facilities Required (Hall, MUGA, Classroom etc.)				

Rates of Hire: **Category 1** – ‘not-for-profit’ activities for current pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise

Category 2 - Community lettings of all sorts, current parents and carers.

Category 3 - Commercial lettings.

Category 4 – Peripatetic lettings bearing benefit to the school or its pupils

Category 5 – Breakfast Club, After School Club

For Categories 2 and 3 there is a one off set up cost of £15 per new let, as well as the per hour charges as follows:

Category 1 No charge

Category 2 £20 per hour £26 per hour at weekends

Category 3 £26 per hour £34 per hour at weekends

Category 4 £7 per session (no set up charge)

Category 5 £21 per session (before school), local agreement after school

The Sports Field including access to the Multi-Use Games Area (MUGA) will be hired out at a rate of £25 per hour or £29 per hour at weekends for Category 2 and 3 users. If you wish to hire any additional classrooms as part of a hall letting then do contact us to discuss this further.

All Category 3 commercial lettings must have Public Liability Insurance Cover. Please provide a copy of your policy with this booking form.

I acknowledge that I have received, read, signed and returned a copy of the Terms and Conditions of Hire from Westbury on Trym Church of England Academy. I agree to pay all costs associated with this hire and any uninsured damage or injury to property or persons caused as a result of this hire. I agree to give 10 working days written notice of cancellation or I will pay a cancellation fee.

Sign: _____

Date: _____

OFFICE USE ONLY

Site Manager – Sign: _____

Date: _____

Business Manager – Sign: _____

Date: _____

Charge for hire (See rates above)

Number of hours _____ @ £ _____ per hour = £ _____

Paid Y/N?



Events Guide

Appendix 4

Introduction

Firstly, we would like to welcome you to Westbury-on-Trym C of E Academy. We hope your time with us will be pleasant and safe.

This guide has been drawn up with the intention of familiarising you, the event coordinator, with the safety procedures of our school while you are on our site. In addition, it details some key health and safety arrangements which you should be aware of, regardless of the type of event that you are about to undertake. Remember, you will also be responsible for the safety of your staff and your patrons.

Event Staff Log

I, the undersigned, have read, understood and will follow all procedures contained within this booklet.

Date	First Aider Y/N	Event Position	Name	Signature



General Information

- Event staff must report to the event coordinator or the Site Manager upon arrival at the school.
- Event staff must sign the Events Guide log upon arrival and be briefed by the coordinator.
- Event staff must abide by the school's health, safety and wellbeing policy, a copy of which can be provided upon request from the main office.
- Event staff must not smoke or vape within the school grounds.
- Event staff must return all equipment (tables, chairs, etc.) to their original place and leave the premises in the condition they were found.

Access and Security

All event staff and patrons must gain access to the school via the main entrance only (or otherwise specified), where a designated member of staff will greet them.

You will be issued with an Event Guide, which contains a wide range of useful information. You must sign this to say that you have read and understood and will adhere to the contents. In particular, you should read and note the fire evacuation and accident reporting procedures. Please be aware that you must not open the door to the school for any unauthorised visitors while visiting the school. If someone else needs to be admitted, please ask a member of staff to let them in.

The academy will not tolerate any form of anti-social behaviour and as an event coordinator you should not either. Our Site Manager is permitted under Section 547 of the Education Act to remove disruptive persons from the premises. Also, keep in mind that the unused sections of the school will be alarmed. In the event the intruder alarm should sound, please keep everyone inside the event areas, you will be safer there and someone will attend.

Contacts within the School

The Headteacher; 0117 377 2605, info@westburyontrym.academy

The Site Manager; sitemanager@westburyontrym.academy

The Academy Business Manager; 0117 377 2605, info@westburyontrym.academy

Vehicle Parking

- The speed limit within the school grounds is 5 mph. If you are hosting an event outside of school hours, you have full use of the car park.
- If the school gates are closed and you need access (entering or leaving the premises) you **MUST** close the gates behind you.
- Event staff, where possible, are to park in the designated parking bays. Drivers are to reverse into the bay; this will eliminate reverse manoeuvres when leaving.
- If parking in a bay is not practicable the driver is to park so that the vehicle may still be driven forward and off the school premises.
- Drivers are to remember that children are small and they may not be seen and that the children may not be aware of the dangers of a moving vehicle.
- Any vehicle movement within the playground gates **MUST** have a ground guide (person walking in front of the vehicle) to ensure safe movement.



Health and Safety

- The event coordinator must provide a Method Statement (where applicable) of the event, together with all relevant Risk Assessments, to the Business Manager before any event commences.
- All event staff workers shall comply with all provisions of this Event Guide and the school Health, Safety and Wellbeing Policy.
- Event coordinators should take a register so they are fully aware of who is on site should an evacuation be needed.
- **NO** event staff worker shall intentionally damage or misuse anything provided in the interests of Health and Safety.
- All event staff shall report to the Headteacher/Site Manager any condition that may directly or indirectly affect Health and Safety while at the event.
- All event staff shall remain in the area of the event undertaken and shall not enter any other area without the express permission of the Headteacher/Site Manager.
- The event coordinator shall be directly responsible for the acts and omissions of their staff.
- All event staff shall be familiar with all fire evacuation procedures.
- Fire doors must remain closed at all times.
- The school will NOT accept any liability for any damage or loss, of the equipment or vehicles of the event staff.

Accidents and First Aid

The event coordinator should ensure a first aid kit is accessible prior to the event. First aid supplies are stored in the following areas and are appropriately labelled:

- The “medical room” adjacent to the dining hall.
- The reception office (during normal school hours).
- We also have a defibrillator on site which is located in the medical room near the main hall.

All serious accidents must be reported to the Headteacher/Site Manager/Academy Business Manager and an accident form must be completed.

The school does not guarantee access to a telephone for use in emergencies so the event co-ordinator should ensure there is access to a mobile telephone to be able to contact the emergency services should the need arise. To assist the emergency services should they need to be called, the postcode of the school is BS9 3HZ and the What3Words reference is: brands.melt.loves.

Fire and Evacuation.

The fire routine detailed below should be followed in the event of a fire:

Alarm

Anyone (staff or visitors) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm or raise the alarm. Please note that all the call points have a safety cover that needs to be lifted up in order to press and activate the alarm. The alarm sound is a constant beeping tone with the addition of a red flashing beacon on most smoke detectors in the hall, dining room and in other parts of the school.



Calling the Fire & Rescue Service

All outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire & Rescue Service by dialling 999 and the Site Manager should be contacted. During normal school hours this will be the task of the Reception staff/Site Manager. The school postcode is BS9 3HZ and the what3words location reference is: brands.melt.loves. Please note that the fire alarm sounding automatically alerts the fire service.

Evacuation

On hearing the alarm, event staff should ensure that all patrons leave the building by the nearest fire exit and make their way to the muster point (main car park gate). Staff should ensure their area of responsibility is clear of all patrons before leaving although safety should be paramount. The event coordinator should make use of the register to ensure that everyone is accounted for. Do not re-enter the building until the senior person in charge authorises you to do so.

Muster Point

For event staff and patrons - outside main car park gates.

Attacking the Fire

Circumstances will dictate whether fire-fighting operations should be attempted. Fire fighting must always be secondary to the safety of life. If you are fighting a fire always keep yourself between the fire and an exit door.

Fire extinguishers are located throughout the school. Please familiarise yourself with the location of these prior to your event and always check you are using the correct type of extinguisher before attempting to extinguish a fire (details can be found on the extinguishers themselves).

Notices

Each fire alarm point is clearly indicated by a red box on the walls (with a clear plastic safety cover) or a sign "FIRE ALARM" followed by the appropriate operating instructions.

Fire extinguisher instructions are located on the extinguishers themselves.



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Appendix 5 – Lettings feedback questionnaire

Westbury on Trym CE Academy Lettings Survey

1. How likely is it that you would recommend Westbury on Trym CE Academy's facilities to a friend or colleague?

- NOT AT ALL
- LIKELY
- EXTREMELY LIKELY

2. Overall, how satisfied or dissatisfied are you with our letting facilities?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

3. Which of the following words would you use to describe our facilities?

- Reliable
- High quality
- Useful
- Good value for money
- Overpriced
- Impractical
- Poor quality
- Unreliable
- Other (please specify)

4. How well did our facilities meet your needs?

- Extremely well
- Very well
- Somewhat well
- Not so well
- Not at all well

5. How would you rate the value for money of our room/hall hire?

- Excellent
- Above average
- Average
- Below average
- Poor

6. How responsive have we been to any questions or concerns you may have had?

- Extremely responsive
- Very responsive
- Somewhat responsive
- Not so responsive
- Not at all responsive
- Not applicable

7. How likely are you to use any of our hire facilities again?

- Extremely likely
- Very likely
- Somewhat likely
- Not so likely
- Not at all likely

8. How easy was it to book our facilities?

- Very easy
- Could have been better
- Very difficult

9. Do you have any other comments, questions, or concerns?