



# ST PHILIP HOWARD CATHOLIC HIGH SCHOOL

## APPLICATION FOR HIRE OF SCHOOL PREMISES

# CHECKLIST

This pack includes forms that we will require you to complete for your application for hire. **Please sign and return this checklist** along with all the forms and documents listed below **to the Business Manager**. Without these your application may be delayed.

Conditions of Hire & Application for Hire of School/College Premises Form SL1 - <i>enclosed</i>	
Emergency Procedures for Outside Hirers of the School - <i>enclosed</i>	
Disclosure and Barring Service (DBS) Disclosures - formerly CRB <i>please provide – not required for any hire involving adults only</i>	
Public Liability Insurance – <i>please provide or, alternatively, request the Hirer's Insurance arranged by West Sussex County Council and provided through the school</i>	

Name of Hirer : \_\_\_\_\_

Name of Contact : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Forms enclosed :

Conditions of Hire & Application for Hire of School/College Premises (Form SL1)

Emergency Procedures for Outside Hirers of the School

ELM GROVE SOUTH BARNHAM WEST SUSSEX PO22 0EN 01243 552055  
**ST PHILIP HOWARD CATHOLIC HIGH SCHOOL**  
**Current Schedule of Lettings Rates**

<b>Zone</b>	<b>Charge Per Hour unless stated</b>
<b>Sports Hall</b>	<b>£30.00</b>
<b>Large School Hall</b>	<b>£20.00</b>
<b>MUGA</b>	<b>£30.00</b>
<b>Dance Studio</b>	<b>£12.50</b>
<b>Classroom</b>	<b>£15.00</b>

**Notes**

Lettings ending after 9pm are by special arrangement and will incur additional charges

Your hire period includes the setting up and removing of your equipment.

We will endeavour to keep you informed of any school closures. Unfortunately, for a variety of reasons, these may occasionally occur at short notice.

**Care of Facilities**

All rooms and areas are expected to be left in an acceptable condition. Where this is not the case a cleaning charge of £25 will be levied. Continuing breach of this condition may result in permission to hire the facility being withdrawn.

**Adult Education**

Rates to be dictated by WSCC

**Car Boot Sales**

Where these are held in the school grounds the charge per car (seller) shall be £5 per car or table, payable on entry.

### **Insurance**

All hirers of the school must have their own Public Liability Insurance with a preferred minimum limit of indemnity of £10 million, (although £5 million is acceptable subject to approval from the Litigation, Insurance and Risk Management Section). In the case of non-commercial lettings the hirer must, as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council. The premium is charged at 9% of the basic hire charge, plus Insurance Premium Tax (IPT).

## **ST PHILIP HOWARD CATHOLIC HIGH SCHOOL**

### **Current Schedule of Lettings Rates**

### **MUGA**

<b>Area</b>	<b>Charge per hour*</b>
<b>Whole Court</b>	<b>£21.50</b> <i>plus VAT and insurance if applicable</i>
<b>Tennis Courts</b>	<b>£3 per court per hour daytime</b> <i>(school holidays – private individuals)</i>  <b>Club charges as for MUGA whole court</b>

### **Notes**

Half hour bookings are available but only when part of a longer hire period. Minimum hire period is 1 hour.

Lettings ending after 9pm are by special arrangement and will incur additional charges

Your hire period includes the setting up and removing of your equipment.

We will endeavour to keep you informed of any school closures. Unfortunately, for a variety of reasons, these may occasionally occur at short notice.

### **Care of Facilities**

All rooms and areas are expected to be left in an acceptable condition. Where this is not the case a cleaning charge of £25 will be levied. Continuing breach of this condition may result in permission to hire the facility being withdrawn.

### **Insurance**

All hirers of the school must have their own Public Liability Insurance with a preferred minimum limit of indemnity of £10 million, (although £5 million is acceptable subject to

approval from the Litigation, Insurance and Risk Management Section). In the case of non-commercial lettings the hirer must, as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council. The premium is charged at 9% of the basic hire charge, plus Insurance Premium Tax (IPT).

## ST PHILIP HOWARD CATHOLIC HIGH SCHOOL

### TERMS & CONDITIONS FOR USE OF ASTROTURF (MUGA)

1. St Philip Howard Catholic High School reserves the right to alter charges, opening hours, availability of facilities and cancel classes and so forth with reasonable notice.
2. St Philip Howard Catholic High School shall not be liable for damage to, or loss of property belonging to any person using the centre other than that which is proven to be due to negligence by the Management.
3. Use of the facilities, equipment and amenities of the facility is permitted entirely at the users own risk. St Philip Howard Catholic High School shall not be liable for any personal injury to any user or for any consequential loss, other than as a result of negligence by the Management of St Philip Howard Catholic High School.
4. The user shall pay St Philip Howard Catholic High School (on demand) the cost of any loss or damage (fair wear & tear accepted) caused to the centre or fixtures, apparatus, furniture and equipment or other contents thereof, by the person or by any person under their care or control. The Management of St Philip Howard Catholic High School shall certify the cost of such loss or damage.
5. The user shall be responsible for the behaviour of all persons in their care when on the school site in general, including the Astroturf. Foul and abusive language will not be tolerated.
6. Those participating in any activity must wear appropriate dress for the activity in which they are engaged. The guidance posted on the Astroturf perimeter fence must be followed at all times. Failure to do so may result in the individuals(s) being barred from use of the facility.
7. Please note that, following clarification from the installers of the facility, neither bladed shoes or studded boots may be worn on the pitch. All users must wear either astroshoes, footwear with moulded studs or trainers.
8. The user must be aware when booking facilities that time may be lost due to the setting up & taking down of equipment. These actions will normally be undertaken during the agreed hire period. The hirer may be required to assist with the movement of equipment in order to set up the facilities required. All users are to vacate the pitch promptly at the end of the hire period.
9. No refund can be made unless in exceptional circumstances or due to unforeseen circumstances and at the discretion of the Business Manager at St Philip Howard Catholic High School (see item 10).

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10. No charge will be made if the space to be hired is considered unplayable or inappropriate for use. This will only be established on the day/time of hire, by the site staff at St Philip Howard Catholic High School.
11. Any alterations to the agreed booking, or additional facilities required must be agreed by the club representative and the Management of St Philip Howard Catholic High School.
12. It is important that forms are filled in correctly and returned as soon as possible in order to allocate space. Of particular importance for completion are the first and last dates required, any dates not required and dates required outside of the booking period.

### TERMS & CONDITIONS FOR USE OF THE DANCE STUDIO

1. St Philip Howard Catholic High School reserves the right to alter charges, opening hours, availability of facilities and cancel classes and so forth with reasonable notice.
2. St Philip Howard Catholic High School shall not be liable for damage to, or loss of property belonging to any person using the centre other than that which is proven to be due to negligence by the Management.
3. Use of the facilities, equipment and amenities of the facility is permitted entirely at the users own risk. St Philip Howard Catholic High School shall not be liable for any personal injury to any user or for any consequential loss, other than as a result of negligence by the Management of St Philip Howard Catholic High School.
4. The user shall pay St Philip Howard Catholic High School (on demand) the cost of any loss or damage (fair wear & tear accepted) caused to the centre or fixtures, apparatus, furniture and equipment or other contents thereof, by the person or by any person under their care or control. The Management of St Philip Howard Catholic High School shall certify the cost of such loss or damage.
5. The user shall be responsible for the behaviour of all persons in their care when on the school site in general, including the Dance Studio. Foul and abusive language will not be tolerated.
6. Those participating in any activity must wear appropriate dress for the activity in which they are engaged. Failure to do so may result in the individuals(s) being barred from use of the facility.
7. With regards to appropriate footwear for use in the studio:-

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All footwear must be non marking to protect the surface of the floor.

8. The user must be aware when booking facilities that time may be lost due to the setting up & taking down of equipment. These actions will normally be undertaken during the agreed hire period. The hirer may be required to assist with the movement of equipment in order to set up the facilities required. All users are to vacate the studio promptly at the end of the hire period.
9. No refund can be made unless in exceptional circumstances or due to unforeseen circumstances and at the discretion of the Business Manager at St Philip Howard Catholic High School (see item 10).
10. No charge will be made if the space to be hired is considered unplayable or inappropriate for use. This will only be established on the day/time of hire, by the site staff at St Philip Howard Catholic High School.
11. Any alterations to the agreed booking, or additional facilities required must be agreed by the club representative and the Management of St Philip Howard Catholic High School.
12. It is important that forms are filled in correctly and returned as soon as possible in order to allocate space. Of particular importance for completion are the first and last dates required, any dates not required and dates required outside of the booking period.

### TERMS & CONDITIONS FOR USE OF THE ICT FACILITIES

1. The user shall pay St Philip Howard Catholic High School (on demand) the cost of any loss or damage (fair wear & tear accepted) caused to the centre or fixtures, apparatus, furniture and equipment or other contents thereof, by the person or by any person under their care or control. The Management of St Philip Howard Catholic High School shall certify the cost of such loss or damage.
2. The user shall be responsible for the behaviour of all persons in their care when on the school site in general, especially within the ICT room(s).
3. The user must be aware that when booking facilities – time may be lost due to the setting up of equipment.
4. Users must supply their own paper or consumables. A charge will be made towards the cost of toner used. Colour print facilities may be made available by negotiation and at additional cost.

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5. Users are responsible for ensuring that the facility is left in a clean and tidy condition, able to be used immediately at the start of the next school day. Final users of the evening must ensure that all equipment is turned off at the mains switch.
6. FOOD OR DRINK ARE NOT PERMITTED IN THE ICT ROOMS AT ANY TIME.
7. School age users must be supervised at all times when using the school ICT facilities.
8. Any instances of attempted access to inappropriate material on the internet may result in the end of any hiring agreement without notice.

### TERMS & CONDITIONS FOR USE OF THE SCHOOL HALL

1. St Philip Howard Catholic High School reserves the right to alter charges, opening hours, availability of facilities and cancel classes and so forth with reasonable notice.
2. St Philip Howard Catholic High School shall not be liable for damage to, or loss of property belonging to any person using the centre other than that which is proven to be due to negligence by the Management.
3. Use of the facilities, equipment and amenities of the facility is permitted entirely at the users own risk. St Philip Howard Catholic High School shall not be liable for any personal injury to any user or for any consequential loss, other than as a result of negligence by the Management of St Philip Howard Catholic High School.
4. The user shall pay St Philip Howard Catholic High School (on demand) the cost of any loss or damage (fair wear & tear accepted) caused to the centre or fixtures, apparatus, furniture and equipment or other contents thereof, by the person or by any person under their care or control. The Management of St Philip Howard Catholic High School shall certify the cost of such loss or damage.
5. The user shall be responsible for the behaviour of all persons in their care when on the school site in general, including the Sports Hall. Foul and abusive language will not be tolerated.
6. Those participating in any activity must wear appropriate dress for the activity in which they are engaged. Failure to do so may result in the individuals(s) being barred from use of the facility.



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7. With regards to appropriate footwear for use in the hall:-  
  
Trainers must not have black soles unless they are running shoes or cross-trainers.  
No astro-turf shoes.  
All footwear must be non marking to protect the surface of the floor.
8. The user must be aware when booking facilities that time may be lost due to the setting up & taking down of equipment. These actions will normally be undertaken during the agreed hire period. The hirer may be required to assist with the movement of equipment in order to set up the facilities required. All users are to vacate the hall promptly at the end of the hire period.
9. No refund can be made unless in exceptional circumstances or due to unforeseen circumstances and at the discretion of the Business Manager at St Philip Howard Catholic High School (see item 10).
10. No charge will be made if the space to be hired is considered unplayable or inappropriate for use. This will only be established on the day/time of hire, by the site staff at St Philip Howard Catholic High School.
11. Any alterations to the agreed booking, or additional facilities required must be agreed by the club representative and the Management of St Philip Howard Catholic High School.
12. It is important that forms are filled in correctly and returned as soon as possible in order to allocate space. Of particular importance for completion are the first and last dates required, any dates not required and dates required outside of the booking period.

### TERMS & CONDITIONS FOR USE OF THE SPORTS HALL

1. St Philip Howard Catholic High School reserves the right to alter charges, opening hours, availability of facilities and cancel classes and so forth with reasonable notice.
2. St Philip Howard Catholic High School shall not be liable for damage to, or loss of property belonging to any person using the centre other than that which is proven to be due to negligence by the Management.
3. Use of the facilities, equipment and amenities of the facility is permitted entirely at the users own risk. St Philip Howard Catholic High School shall not be liable for any personal injury to any user or for any consequential loss, other than as a result of negligence by the Management of St Philip Howard Catholic High School.

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4. The user shall pay St Philip Howard Catholic High School (on demand) the cost of any loss or damage (fair wear & tear accepted) caused to the centre or fixtures, apparatus, furniture and equipment or other contents thereof, by the person or by any person under their care or control. The Management of St Philip Howard Catholic High School shall certify the cost of such loss or damage.
5. The user shall be responsible for the behaviour of all persons in their care when on the school site in general, including the Sports Hall. Foul and abusive language will not be tolerated.
6. Those participating in any activity must wear appropriate dress for the activity in which they are engaged. Failure to do so may result in the individuals(s) being barred from use of the facility.
7. With regards to appropriate footwear for use in the hall:-  
  
Trainers must not have black soles unless they are running shoes or cross-trainers.  
No astro-turf shoes.  
All footwear must be non marking to protect the surface of the floor.
8. The user must be aware when booking facilities that time may be lost due to the setting up & taking down of equipment. These actions will normally be undertaken during the agreed hire period. The hirer may be required to assist with the movement of equipment in order to set up the facilities required. All users are to vacate the hall promptly at the end of the hire period.
9. No refund can be made unless in exceptional circumstances or due to unforeseen circumstances and at the discretion of the Business Manager at St Philip Howard Catholic High School (see item 10).
10. No charge will be made if the space to be hired is considered unplayable or inappropriate for use. This will only be established on the day/time of hire, by the site staff at St Philip Howard Catholic High School.
11. Any alterations to the agreed booking, or additional facilities required must be agreed by the club representative and the Management of St Philip Howard Catholic High School.
12. It is important that forms are filled in correctly and returned as soon as possible in order to allocate space. Of particular importance for completion are the first and last dates required, any dates not required and dates required outside of the booking period.

**Name of School/College:** .....

**Name of Hirer:** ..... ('the Hirer')

1. The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.
2. The use of the premises must not interfere with the proper working of the School/College or impair its efficiency.
3. The contract for the hire of the premises between the Hirer and the Governors of the School/College shall take effect only upon written acceptance of the application on behalf of the Governors being posted or handed to the Hirer.
4. The Hirer shall be advised of the hiring fees (and any insurance premium) either on completion of the application form (**Form SL1**) attached or on the written acceptance of the hiring and shall pay the hire fee within 7 days of the written acceptance.
5. In the event that the Hirer cancels the hiring, the following fees shall be repayable to the Hirer, less any expenses incurred, at the Governors' discretion:
 

not less than 42 days notice of cancellation	-	75% of fees not less than
28 days notice of cancellation	-	50% of fees less than 28
days notice of cancellation	-	no refund
6. The Hirer shall indemnify the Governors of ..... School/College and the West Sussex County Council against all claims for damages, compensation and/or costs in respect of:
  - (i) bodily injury or illness to Third Parties, and/or
  - (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.
7. The Hirer shall be responsible for loss or damage to the School/College premises and contents therein the property of the West Sussex County Council.
8. The Hirer shall effect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 6 and 7 above. (See Appendix following Conditions of Hire for explanatory notes on insurance).
9. The Governors hold/do NOT hold licences for (a) public dancing, music or any other public entertainment and (b) public performance of plays.
 

(The Hirer shall be responsible for obtaining any licence required from the District/Borough Council and shall produce the licence for inspection prior to the hiring date). The Hirer shall be responsible for complying with the terms of any such licence.
10. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring and with the legislation relating to copyright in relation to the hiring and the requirements of the Performing Rights Society Limited and Phonographic Performance Limited concerning the performance respectively of

musical work and sound recordings on the premises. The Hirer indemnifies the County Council against any breach of this condition.

11. If the Hirer intends to apply for a Justices' Occasional Licence for the sale of intoxicating liquor then the written approval of the Governors shall first be obtained. The Hirer shall be responsible for ensuring compliance with the provisions of the Licensing Acts.
12. The Hirer shall be responsible for ensuring that any gaming or lottery, which takes place on the School/College premises, complies with the relevant legislation.
13. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas on the School/College premises subject to availability.
14. Where permission is given for the use of kitchen areas, this will normally be limited to the use of ranges, hot cupboards and wash up sinks. The Hirer shall be responsible for the provision of crockery, glasses, cutlery and cleaning materials. Kitchens must be left in a clean and tidy condition for the preparation of the school meal on the following day. On no account may foodstuffs stored in kitchens be used by Hirers.
15. The Hirer is responsible for the preservation of good order during the hiring. The Hirer shall at all times provide an adequate number of stewards who shall be present throughout the hiring.
16. The Governors reserve the right to require the Caretaker/Premises Officer to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.
17. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited.
18. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
19. The laying of composition or other preparation on School/College floors is prohibited, save with the prior written approval of the Governors.
20. No smoking is allowed.
21. School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
22. Any alteration or addition to the school lighting or electrical heating systems is strictly forbidden, except with the written consent of the Governors. Consent may be subject to conditions, which the Hirer will be required to observe.

23. If any special equipment is required, it must be clearly stated on the application form. An extra charge will be made for this service, and the School/College must be satisfied that a competent person will supervise the use of the equipment.
24. The Hirer will be responsible for providing any first aid facilities that he deems necessary in accordance with the Health and Safety (First Aid) Regulations 1981.
25. No function shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time, unless special arrangements have been agreed on behalf of the Governors.
26. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property removed, and all appliances switched off and lighting extinguished. The Governors reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition.
27. The Governors reserve the right to cancel any hiring without notice if: -
  - (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period, or
  - (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
  - (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i) all hiring fees will be refunded to the Hirer, but the Governors shall have no further liability to the Hirer. In the event of (ii) and (iii) any refund of hiring fees shall be at the discretion of the Governors.

### **APPENDIX**

#### **HIRER'S INSURANCE - INDEMNITY CLAUSE**

##### **A. INJURY TO PERSONS OR PROPERTY**

1. The Hirer shall indemnify West Sussex County Council against all claims for damages, compensation and/or costs in respect of: -
  - (i) bodily injury or illness to Third Parties, including the County Councils servants and agents or Governors and/or
  - (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises.
2. The Hirer shall effect adequate insurance to cover this liability with a preferred minimum limit of indemnity of £10 million, although £5 million is

acceptable subject to approval from the Litigation, Insurance and Risk Management Section at West Sussex County Council.

The Hirer shall effect adequate insurance to cover this liability: -

**B. DAMAGE TO PREMISES AND EQUIPMENT**

1. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of West Sussex County Council, except when loss or damage to the premises or contents are as a result of the negligence of West Sussex County Council.
2. The Hirer shall effect adequate insurance in respect of such loss or damage.

Hirers who have no Public Liability Insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance arranged by West Sussex County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium must be added to the hiring fee payable.

**HIRERS INSURANCE**

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for Third Party claims involving injury to persons and/or damage to property.

Due to difficulties experience by non commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of £10 million, the County Council has arranged the following policy: -

**WEST SUSSEX COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER WEST SUSSEX COUNTY COUNCIL PROPERTIES**

**OPERATIVE CLAUSE**

The indemnity will cover individual hirers for their legal liability for injury/illness to third parties and/or loss/damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the hirer under the terms of the hiring agreement.

**LIMITATIONS**

For loss/damage caused other than by Fire or Explosion, cover is limited to £10,000 per hiring and is subject to an excess of £100.

Damage resulting from Fire or Explosion is limited to £10 million.

EXCLUSIONS

Political Meetings and Professional Entertainment Promotions. Commercial or trade hiring.

PREMIUMS

The premium is charged at 9% of the basic hire charge, plus Insurance Premium Tax (IPT).

If a group is affiliated to the school or establishment they can obtain a special rate, details of which can be supplied by contacting the Litigation, Insurance and Risk Management Section at West Sussex County Council.

**Name of School/College:** .....

Reference Number of Hiring .....

**This form should be completed and returned to the School/College as soon as possible. If the application is accepted, a copy of the form will be returned to the Hirer.**

1. **Name of Organisation:** .....(The Hirer).

2. Name, address and telephone number of person responsible for organising the letting to whom all correspondence should be sent:

.....  
.....  
.....

3. The Hirer applies to use the School/College premises on: .....(date)  
 from ..... am/pm to ..... am/pm for the following purpose(s):

(specify precise nature of proposed function, and whether to be private or public)

4. Parts of Premises required:

**Please Note:**

**The hiring will be confined to the use of the premises as set out above. If the Hirer wishes to use any other part of the premises, separate application must be made as early as possible.**

5. Do you require the accommodation to be heated?  
**YES/NO**

If heating is required, please state times: from ..... am/pm  
 to ..... am/pm

6. Will there be a public entertainment or public performance of a play? **YES/NO**  
 7. Is it proposed to apply for a Justices' Occasional Licence for the function? **YES/NO**  
 8. Will use of the kitchen areas be required for preparing refreshments? **YES/NO**

**If YES, please supply details on an accompanying sheet.**

9. Will the use of any special equipment be required?  
**YES/NO**

**If YES, please specify:**

10. Any other special requirements? **YES/NO**  
 e.g. seating arrangements, Caretaker/Premises Officer to be in attendance?

**If YES, please specify:**



**11. Conditions of Hire and Indemnity.**

If the Hiring is agreed the Hirer undertakes and agrees:

- (a) to pay the hiring fees and insurance premium totalling: £ .....

**(If the charges are specified here, a cheque for the full amount must accompany this application. If the charges are not specified here, they will be notified if and when the hiring is approved and payment is due within 7 days of notification of approval).**

- (b) to comply with the Conditions of Hire including the indemnities set out in Conditions 6 and 7, and the insurance requirements in Condition 8.

**HIRER**

**Please check that you have a copy of the Conditions of Hire**

**Dated:** ..... **Day** ..... **Month** ..... **Year**

**Signed:** ..... **(I certify that I am over 18 years of age)**  
**(for and on behalf of the Organisation)**

**Please tick the box if the hirer's cover provided by West Sussex County Council's insurers is required**

If not, please supply a copy of your own insurance policy/broker's letter confirming comparable cover.

## Emergency Procedures for Outside Hirers of the School

There must be a responsible person in charge of the activity. This person will be the co-ordinator in the event of an emergency. Ideally there should be another person appointed as a marshal to assist in the event of an emergency for groups up to 25 in number. For each additional 25 persons present an additional marshal should be appointed.

On the first visit the responsible person of the activity should be shown the location of fire extinguishers, evacuation routes, set off devices such as manual call boxes, evacuation exits, outside routes and the emergency assembly area by the school.

On each visit the responsible person must ensure all evacuation routes are unobstructed and all escape doors leading from the activity area can be easily opened. Any concerns should be reported back to the school or if no one is available and there is a serious concern, such as a locked fire door, careful consideration should be given to letting the activity take place.

Any changes to fire devices and/or fire escape routes must be informed to the responsible person before the activity takes place along with alternative arrangements.

The responsible person must be aware of persons present in their activity. An attendance sheet may be the easiest way of achieving this.

Note: The activity should not involve potentially hazardous materials. Any questions on possible activity hazards please contact a senior member of the school before the activity starts.

### Evacuation Procedure

In the event a fire is discovered, the nearest safe fire alarm set off device should be activated.

The alarm sound is a siren.

On activation of the alarm the responsible person is to start the evacuation using the nearest safe exit (or multi-exits for large groups). The evacuation should be done in an orderly fashion without panic with the responsible person leading the activity members to the assembly area.

The assembly area is the main school car park.

At the assembly area a roll call should be taken to ascertain if there are any missing persons.

In an evacuation, if it was thought there was a missing person or persons, careful consideration should be given to the appointed marshal(s) checking areas such as toilets. They would do so at their own risk and should take care on opening any doors that there was no fire present on the other side. They should not go into any part of the building that is on fire.

It is not expected that persons involved in the activity will fight fires. The evacuation of people is to take precedent. However if there are persons present who have had fire extinguisher training, are not involved with the evacuation, the fire is minor and easy to extinguish they would be very useful in extinguishing minor fires. They would do this completely at their own risk.

If there are any persons in the activity who may struggle to leave the building in an evacuation (such as a wheelchair user or babies in prams) the responsible person must carefully consider what procedures are needed to aid their escape. It may be prudent to have a written policy on this.

If there are school staff present in an emergency they should contact the emergency services. If there are no school staff present, after the evacuation, the responsible person should arrange for the emergency services to be contacted as soon as possible. If a mobile phone is available this could be used at the assembly area or a person could be tasked to use the nearest safe telephone.

In an incident when the emergency services are to attend, the responsible person is to meet them as they arrive. This can be jointly with a member of the school staff if any are present. Here information should be given to the emergency services on if all persons are accounted for or if there are any missing persons and the likely places they may be. If there is any useful further information, such as information on where the fire is, this should also be given.

I, as the nominated responsible person of the activity, have understood the above and will comply with all the relevant requirements.

Signed .....

Print Name .....

Date .....