



Lettings Policy

Approved by: PWG **Date:** 25th February 2025

Last reviewed on: 5th March 2024

Next review due by: February 2026

SLT Lead: Sam Guyer

1.0 Introduction

- 1.1 St George Catholic College is in the Trusteeship of the Roman Catholic Diocese of Portsmouth and maintained by Southampton City Council Local Authority. Our school leaders and governors are entrusted by the Bishop with the ministry of school leadership and will always act in recognition of the love of Christ for all members of our College community and one another.
- 1.2 We share a vocation for the common good in our world and we are committed to working together as a family. All of our policies and procedures are formed to enable all members of our St George family to be safe and cherished, feel happy and fulfilled and be treated fairly in a positive environment founded on mutual respect and shared values. This policy is part of the foundation that enables everyone to **aspire to be all that God has created us to be.**

2.0 Background

- 2.1 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, and any lettings of the premises to outside organisations will be considered with this in mind.
- 2.2 The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

3.0 Definition of a Letting

- 3.1 A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.
- 3.2 Use of the premises for activities such as staff meetings, parents/carers' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school.

4.0 Charges for a Letting

- 4.1 The Governing Body in conjunction with the Business Manager and senior management team are responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:
 - 4.1.1 Cost of services (heating and lighting);
 - 4.1.2 Cost of staffing (additional security, caretaking and cleaning) – including "on-costs";
 - 4.1.3 Cost of administration;
 - 4.1.4 Cost of "wear and tear";
 - 4.1.5 Cost of use of school equipment (if applicable);

5.0 The Administrative Process

- 5.1 Organisations seeking to hire the school premises should approach the Lettings Co-ordinator on 023 8032 2603 or email lettings@stgcc.co.uk who will identify their requirements and clarify the facilities available.

- 5.2 An overview of our facilities when they are available and how to make a booking along with the appropriate documents are on our college website:

<http://www.st-george.southampton.sch.uk/school/Online%20Letting/facilities%20hire.html>

- 5.3 Please select facilities hire and then follow the link and further instructions. Please note **NO** bookings are confirmed until you have received confirmation from the Lettings Co-ordinator by email or in writing. All relevant paperwork needs to be printed, completed, signed and returned to the College Finance Office for bookings to be approved.

- 5.4 For enquiries tel. 023 8032 2603 Monday – Friday 8.30am – 4.30pm (term time only) or email lettings@stgcc.co.uk

- 5.5 Our facilities available and our booking system can be viewed on the following link:

<https://secure.schoolbooking.com/apps/lettings/storefront/index.php?site=stgeorge>

- 5.6 The following documents are available for each hirer:

- 5.6.1 Hirer's Application Form
- 5.6.2 Pricing Policy
- 5.6.3 Facility Booking Terms & Conditions
- 5.6.4 Emergency Evacuation Procedure
- 5.6.5 All Weather Pitch Footwear Policy

- 5.7 No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed. Once a letting has been approved, an email will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions. The letting should not take place until the terms & conditions have been signed and returned to the school. 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.

- 5.8 All lettings fees which are received by the school will be paid into the school's bank account, in order to offset the costs of services, staffing etc. (which are funded from the school's delegated budget).

6.0 Health & Safety

- 6.1 An annual risk assessment is completed in order to assess and control any potential risk. Current risk assessment is attached. The terms and conditions cover the college against potential risks. HS1 forms, a first aid kit and an emergency defibrillator is in place in the lettings supervisor's office opposite the all-weather pitch. Procedures are in place so that all members of the site team are aware of what is required in the event of an injury or accident. This is highlighted in the previous terms and conditions. Please note safeguarding/child protection is covered in point 31/32 of our terms and conditions.

- 6.2 Additional documents:

- 6.2.1 Hirer Application Form
- 6.2.2 Hirer Pricing Policy
- 6.2.3 Facility Booking Terms & Conditions
- 6.2.4 Emergency Evacuation Policy
- 6.2.5 All Weather Pitch Footwear Policy
- 6.2.6 Hiring School Sports Facilities Risk Assessment

Appendix 1



St George Catholic VA College
 Leaside Way, Southampton, SO16 3DQ
 Tel: 02380 322603
 Website: www.stgcc.co.uk
 Email: lettings@stgcc.co.uk
 Headteacher: Mr James Habberley

HIRING - Application Form

Dates required to hire:

Day(s) of the week required	
Start date:	
Finish date:	
Times (24 hour):	From ____:____:____ To ____:____:____
Will the facilities be required during school holidays? (Tick appropriate box)	YES..... NO.....

Facilities required to hire: (tick appropriate boxes)

Facility	Tick appropriate box	Facility	Tick appropriate box
All Weather Surface: Full Pitch: 90m by 50m.		Gym	
All Weather Surface: Half Pitch 45m by 50m.		School Hall	
		Playing Field	
Football Pitch (Grass)		Classroom (if more than 1 please state how many)	
Rugby Pitch (Grass)		General Area (Please specify your request)	
		Other (Please specify)	

Contact Details:

Name of Organisation / Club + name of safeguarding person and contact:	
Name and Address of Applicant to whom correspondence may be sent:	
Work Tel. No.	
Home Tel. No.	
Mobile No.	
Email Address	
Name and Address of Applicant to whom invoices may be sent (if different from above)	

Pricing Policy: Apart from the organizer who is the proposed hire exclusively for? (Tick appropriate box): Please see attached primary policy titled "hirer pricing policy, hourly rates for hire of facilities". Prices are subject to change from the 1st September each year.

Level	Definition:	Please Tick the appropriate box:
Level 1	Community groups composed of children under 16 supervised by an adult, the elderly (over 60), people with registered disabilities, registered youth groups or Sports College Partners.	
Level 2	Adults over 16 years old, other community groups.	
Level 3	Business Groups: For example, 5-a-side Leagues	

I have read, accept and agree to the attached terms and conditions titled "Saint George Catholic VA College: Facility Booking Terms and Conditions" and any special conditions communicated to me.

I understand that charges for hire of facilities must be paid a month in advance. For just a single booking fees must still be paid in advance.

I am over the age of 18 and warrant I have authority to sign on behalf of the organization above.

Cancellation of facilities is required in writing at least 28 days in advance to the college bursar. Failure to do so will result in full charges being payable. For just a single casual booking cancellation must be made in writing to the college bursar at least 48 hours in advance of the hire.

I confirm we have our insurance cover in place in respect of our potential liabilities arising out of the hire.

All adults involved with groups where children (under 18 years) are involved or vulnerable adults are involved will have completed current Disclosure and Barring Service checks at appropriate levels and attest to be compliant with all current DBS checks.

DBS seen

Signed _____

Print Name _____

Date ___/___/___

Appendix 2

PRICING POLICY September 2025 onwards: HOURLY RATES FOR HIRE OF FACILITIES:

Saint George Catholic Voluntary Aided College	
All Weather Surface: Full Pitch 90m by 50m	Full Pitch 90m by 50m
Level 1	£90
Level 2 (Ex VAT)	£100
Level 3 (Ex VAT)	£110
All Weather Surface: Half pitch 45m by 50m	Half pitch 45m by 50m
Level 1	£50
Level 2 (Ex VAT)	£56
Level 3 (Ex VAT)	£62
Dance/Drama Studio	Dance/Drama Studio
Level 1	£24
Level 2 (Ex VAT)	£30
Level 3 (Ex VAT)	£38
Football Pitch	Football Pitch
Level 1	£38
Level 2 (Ex VAT)	£50
Level 3 (Ex VAT)	£61
Classroom	Classroom
Level 1	£20
Level 2 (Ex VAT)	£23
Level 3 (Ex VAT)	£28
Main Hall (Conference Room)	Main Hall (Conference Room)
Level 1	£39
Level 2 (Ex VAT)	£50
Level 3 (Ex VAT)	£61
General Playing Area (Field)	General Playing Area (Field)
Level 1	£27
Level 2 (Ex VAT)	£34
Level 3 (Ex VAT)	£39

Saint George Catholic Voluntary Aided College: Key to hirer levels:	
Level 1	Community groups composed of children under 16 supervised by an adult, the elderly (over 60), people with registered disabilities, registered youth groups or Sports College Partners.
Level 2	Adults over 16 yrs old, Other community Groups
Level 3	Business Groups: For example 5-a-side Leagues.

Appendix 3



Facility Booking Terms and Conditions:

1. In these terms and conditions 'the hirer' means the person signing the 'form of application' and includes the club, organization, corporation or person, if any, on whose behalf the applications is made and such club, organization corporation or person shall be jointly liable with the person signing the 'form of application' and 'the college' means St George Catholic VA college. In these terms and conditions any undertaking by the hirer not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person.
2. The contract for the hire of the college's facilities shall not be deemed complete until the standard 'form of application and these terms and conditions' have both been signed by the hirer and then accepted by email or in writing by the college to confirm the booking. The contract for the hire of the college's facilities consists of these terms and conditions, the form of application, hirer pricing policy, the fire evacuation. If the organization is eligible, then VAT can be waived if the proposed use conforms to all of the following conditions:
 - There must be a minimum of 10 lets to a school, club, association or an organization representing affiliated clubs or constituent associations (such as a league).
 - Each period is for the same activity, at the same place (a different pitch, court or lane at the same sports ground or premises would count as the same).
 - The interval between each period is not less than one day and not more than 14 days.
 - Payment is made by reference to the whole series and is evidenced by written agreement (it does not have to be paid upfront), and
 - The hirer has exclusive use of the facilities.

It is important to note that not all hirers can use the series of sports lets rules. A commercial organization is not included in the exemption, neither is an information group of people claiming to be a club.

3. If your organization is making an annual long term booking the service level agreement form is also required but this is also incorporated but this is at the college's discretion.
4. The use of the college facilities by the hirer is restricted to those parts of the college facilities specified on the 'form of application', herein referred to as the facility required to hire and to the date(s) and time(s) specified on the form of application (referred to in these terms and conditions as 'the period of hiring').
5. The college reserves the right to refuse or cancel any bookings at any time up to one week's notice. Where the college cancels a booking, it will provide a full refund for that booking.
6. The college reviews hiring charges annually and any new rates will be applicable from September 1st each year. Irrespective of the charges in force at the time of booking.
7. The hirer shall, during the period of hiring, be responsible for the efficient supervision of the facility booked including the effective control of children, the orderly and safe admission and departure of persons to and from the facility booked; the safety of the facility booked and the preservation of good order and decency there in; ensuring that all doors and gates giving access from the facility booked shall be kept unfastened and unobstructed and immediately available for exit during the whole time the facility is booked and in use and no obstruction shall be placed or allowed to remain in any corridor giving access from the facility booked.
8. If the hirer fails to observe and perform any one or more of its obligations in these terms and conditions, the college may charge to and recover from the hirer any expenses incurred by the college resulting from such failure to observe and perform including but not limited to the cost to the college of observing and performing such obligations itself.
9. No booking will be allowed which involves the use of chemicals, fire or fireworks. Great care must be taken at all times by the hirer to ensure that no hazardous materials or substances are brought onto the premises.
10. The hirer shall ensure no intoxicating liquor is brought onto or consumed on the premises.

11. The colleges authorized personnel, shall have the right of free access to any part of the college including but not limited to the facility booked, at all times, including for purpose of inspection.
12. The hirer shall not assign or sublet any of the rights in respect of the facility booked or any part thereof granted to the hirer by the college and shall not use or permit or suffer the use of the facility booked for any purpose other than the purpose for which the same was hired.
13. The hirer shall take good care of and shall not cause any damage or permit any damage to be done to the college or the facility booked or to any part or parts of any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of the hirer or any person using the facility booked by the hirer.
14. No advertisements, flags, emblems or other decorations shall be displayed outside any part of the college without previous consent of duly authorized personnel of the college.
15. Under no circumstances will the college make good or accept the responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the facility booked either by the hirer for their use or purposes or by any other person or left or deposited with any employee of the college and the hirer shall indemnify and hold the college and its employees harmless in respect thereof.
16. The college shall not be liable for any loss due to failure of supply of electricity, leakage of water, fire, act of god, which may cause the facility booked to be closed or the hiring to be interrupted or cancelled.
17. The hirer shall be liable for and shall indemnify the college against any losses, damages, costs, expenses or injury which may be incurred by, awarded against or agreed to be paid by the college arising from any death or injury to any person and any loss or damage to property which may arise out of or in consequence of any act, omission and or default committed by the hirer or anyone under the hirer's control save, in respect of death and personal injury, to the extent caused by the college's negligence. The hirer shall take out insurance at appropriate levels with a reputable insurance company to cover its potential liabilities under this clause and the contract for hire generally.
18. The hirer is also advised to ensure a member of the hirer's club or organization are appropriately qualified as a first aider, as the college cannot provide first aid support. All injuries and accidents must be recorded and reported to the college. This is a requirement of RIDDOR and therefore the following procedure needs to be followed when recording any injuries or accidents:

The Hirer should complete an HS1 form on the same day as the injury or accident. These forms can be found in the lettings supervisor's office. This is located near the bike sheds at the front of the school (to the left and up the stairs) from Monday to Friday. On weekends, a member of staff will be located at reception. If for any reason there is no one around, please call the mobiles from the emergency list below. The hirer should go to the lettings supervisor's office and complete the HS1 form. The lettings supervisor should then give this to Mr. James Habberley at Saint George Catholic College the next day.

The HS1 form is then assessed by Mr. Sam Guyer and posted to Kevin Cardy Health & Safety Service at Southampton City Council.

19. If the hirer shall cancel the hiring of any facility booked for either one or more bookings the college must be notified in writing at least twenty-eight days prior to the date. Where notice of cancellation is received by the college less than twenty-eight days prior to the date on which such booking would otherwise have taken place full charges in respect of the period of hiring will be payable and no refund will be given.
20. Basic first aid equipment is available in the lettings supervisor's office but the supervisor is not responsible for administration.
21. The Hirer is responsible for taking a register of who is on site taking part in their activity. This should be taken at the start/end of the event to ensure all users are accounted for. The register should also be taken in the event of a fire. Please follow the fire evacuation procedures shown in the next bullet point and on the attached instructions.
22. In case of fire please follow the safety instructions on the attached document titled: Emergency Evacuation Procedure 2014. The hirer is responsible for ensuring the persons attending are aware of the fire evacuation procedures. The fire alarm will go off automatically which will alert Kestrel Guards on 02380 666934 Site ref: KHO938 to alert the fire brigade to attend. Once the fire alarm goes off all hirer's and persons attending their clubs should immediately exit the facility and register at the assembly point. A member of the college site team will meet all hirer's at the assembly point. It's the

hirer's responsibility to provide the member of the college site team with a current register of all persons using the facility. The member of the college site team will then contact the emergency contacts. For reference our emergency contacts are:

Weekday (5pm till close) Site Manager: Mr. Shaun Gray: 07809 475223

Assistant Headteacher: Mr. Sam Guyer: 02380 670116

All hirer's and person's attending their clubs should remain at the assembly point until further instruction is provided from the fire brigade or lettings supervisor.

In the rare event the hirer has hired the facility and a member of the site team is not on-site the hirer should follow the above instructions. On arriving at the assembly point the hirer must take a register and call the above emergency contacts.

23. No drinks shall be placed on the indoor floors and no drinks shall be taken onto the floor playing areas.
24. The wearing of footwear likely to cause damage to floors and playing surfaces is forbidden (this includes the use of long metal studs on the artificial turf pitch. Only the following footwear is allowed to be worn on the all-weather pitch: See attached information on footwear for more details.
 - Astro Trainers
 - Football Boots with moulded plastic studs (No metal studs)
 - Trainers with Suitable grip (astro trainers are safer).
25. Smoking is not permitted on the college site and neither are dogs (with the exception of guide dogs) and where any hirer or person resorting to the facility booked is found to be in breach of this clause 25 the college reserves the right without liability to the hirer to terminate the hiring with immediate effect.
26. The period of hiring includes preparation and clearing up time. The hirer shall ensure that the hirer and all other persons using the facility are clear of the facility booked and all litter is cleared up by the end of the period of hiring agreed to on the form of application.
27. **The hirer is responsible to ensure that the goal posts and gym equipment is put back to their original start position's, and as they were found. All litter is to be collected at the end of the sessions. The hirer is responsible to ensure that the accommodation hired, including any fittings, equipment or other property therein, is left in the same condition and position as they were found. Furniture or college equipment must not be moved out or into a room without the approval of the Site Manager.**
28. No hirer should proceed with the use of the college grass pitches if the condition of the pitch is likely to be damaged so that the pitch would not be in good enough condition for immediate further use.
29. Use of stage lighting, audio or visual equipment cannot be guaranteed. Hirers must seek consent from the college in writing in advance of the proposed hire. Such consent can be revoked at any time.
30. Clubs and organizations under the age of 18 using the facility booked are supervised by an adult at all times whilst on the college site.
31. Safeguarding/Child Protection:
All adults involved with groups where children (under 18 years) are involved or vulnerable adults are involved will have completed current Disclosure and Barring Service checks at appropriate levels and must attest to be compliant with all current DBS checks by signing the booking form. No access to any changing facilities being used by children will be permitted until the previous group has vacated them. This is particularly relevant for the first hirers after the school day when all school students must be confirmed clear by a member of school staff before entry will be allowed. Each term all adults working with your group may be asked to hand in copies of their DBS certificates for checking.

In case of a safeguarding issue please contact reception and ask for Marie Cordeiro (Designated safeguarding Lead & Deputy Headteacher) on 02380 322603 / mcorderio@stgcc.co.uk. Or contact Children's Resource Service) Southampton 02380 833004 (Office hours) or 02380 233344 (Out of hours). Saint George Catholic Colleges safeguarding and child protection policies are to be found on the College website.

With regards PREVENT, our lead is David Walford who can be contacted on 023 80322603 should there be any issues.

32. The hirer must ensure that during use of the facility booked it does not infringe any copyright or allow any copyright to be infringed. Copyright licenses are generally required for public performances of musical or dramatic works. Hirers must ascertain whether a license is required for any such public performances of copyrighted works. If a license is required, hirers must obtain the license at their own expense and ensure full compliance with the restrictions based upon that license and pay all composers, authors, publishers and other fees and royalties which may be payable in respect of the copyrighted works.
33. The hiring group will be invoiced a month in advance of the hire. Any casual single booking must be made in advance to the college for the hire. All invoices must be paid within fourteen (14) days of the date of invoice.
34. In the event of a breach of any of the foregoing terms and conditions by the hirer or any other person or persons in the hirer's group resorting to any facility at the college the college reserve the right to
 - a) cancel the hiring forthwith by notice in writing given to the hirer without incurring any liability to the hirer for the return of any fee or otherwise and
 - b) charge to and recover from the hirer any expenses incurred by the college in remedying any such breach, including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate.
35. In the event of any matter arising in connection with the hiring of the facility booked which is not covered by these terms and conditions or in any agreement entered into between the college and the hirer the college shall have full power and authority to deal with it at their sole discretion.
36. The hirer must not do or permit any act, matter or thing which would or might constitute a breach of any statutory requirement affecting the college or the facility booked or which would or might vitiate in whole or in part any insurance effected in respect of the college and facility booked.
37. The head teacher or his/her representative reserves the right to suspend or withdraw use of the college by an individual group with immediate effect without liability on the following grounds:
 - causing intentional damage to the school, its equipment or any personal belongings of other users
 - violent, threatening or abusive behaviour to a member of staff or other users
 - theft of any property belonging to the School or other users
 - disruptive behaviour which is interfering with the activities of others
 - behaviour which puts at risk the health, safety or well-being of others
 - non-compliance with or breach of licensing laws
 - behaviour which is deemed to be offensive and/or results in complaints from users
 - refusal to follow reasonable directions from the caretaker or other members of the school's staff
 - non-payment of school invoices
 - any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body of the School whose decision will be final.

38. The hirer and college agree that no relationship of landlord and tenant is created by the contract for hire.
39. Due to the bat mating season and non-use of our flood lights we are unable to take bookings for the use of the artificial turf pitch after dusk during the months of April and September.
40. During our Christmas period, we do not take any bookings, as no member of staff are on site.

I have read and agree to the terms and conditions:

Signed: Date:

Print Name: Organization:

Appendix 4

Fire and Emergency Evacuation plan for **Out-of-Hours, Lettings and Hirings**

1. Introduction

- 1.1 The schools current fire and emergency evacuation plan, is a well-practiced routine. When the school is occupied but out of lesson time, the appropriate staff and procedure are missing. So, an out of hours routine is critical.
- 1.2 **Out of hours**, covers the following times. From school opening to 08.30. and then from 15.30 until the school is locked.
- 1.3 This routine is also in force during School, holidays, inset days or whenever a reduced amount of staff and pupils are on site.
- 1.4 It is the responsibility of all staff, visitors and contractors to familiarize themselves with this emergency evacuation plan, and adhere to it in case of emergency evacuation.
- 1.5 Further clarification or direction on any procedures can be obtained from the site manager.
- 1.6 The school may require that all pupils, staff and visitors are evacuated as safely and quickly as possible. The quickest, safest and most structured way is to sound the fire alarm and use the fire evacuation procedure

2. Out of hours evacuation routine.

In event of discovering a fire or suspected fire or other emergency that requires the school evacuation.

- 2.1 If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should immediately raise the alarm by activating the nearest available fire alarm call point.
- 2.2 If you discover an emergency that requires full evacuation of the school, immediately activate the fire alarm.
- 2.3 An emergency may be, a possible fire situation, gas leak or chemical spillage.
- 2.4** The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point **This is the area by the Main gate.**
- 2.5 If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc in use or as part of the classroom activity or lesson.
- 2.6 Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

Action to take upon hearing the alarm

- 3.1 The fire alarm is a constant klaxon/siren.
- 3.2 On hearing the fire alarm, the building is to be evacuated calmly and quickly, with any pupil on site, accompanied by their class teacher.
- 3.3 Staff and students should leave the building by the nearest route, notified in every room on the poster by the door.
- 3.4 Staff and students should not stop to collect personal belongings, coats etc.
- 3.5 It is important that the evacuation is carried out as quietly as possible, with no unnecessary chat from students or staff at any point.

3.6 Fire extinguishers must **not** be used by any member of staff who has not had training.

3. **Evacuation muster point**

4.1 All staff, pupils, visitors or contractors are to muster within the school, by the main gate. Or if this is unsafe, outside the main gate.

4.2 The Fire Service will automatically arrive at the school. All evacuated persons are to keep clear of access when they arrive. Names of missing persons will be given to the Fire Service upon arrival.

4.3 The senior staff member present will take charge, accounting for the persons present at that time on the school site. And to make a list of who may be missing and still with the school.

4.4 No one is allowed to re-enter the school buildings, unless the alarm is confirmed by the site team as a false alarm or the Fire Brigade have said it is safe to do so,

4. **SITE STAFF ACTIONS UPON ACTIVATION OF THE CALL POINT**

5.1 Upon hearing the fire Alarm:

i. Check Fire Panel in main reception- identify location. Go to scene to check whether the alarm is a false alarm or a fire.

ii. Call kestrel guards to let them know it's a false alarm on 02380 865658.

iii. The time of 2 minutes is standard to check to see if it is a real fire.

iv. Liaise with senior member of staff at the fire evacuation point.

5. **Community Use. Procedures for hirers.**

6.1 All community users and staff must evacuate the building or the all-weather pitch upon hearing the alarm. All weather users, only if it is not safe to do so, they will remain at the far end of the pitch or sports field by M27, until a member of site or Lettings staff arrives.

6.2 Leaders of community groups/organizations must have their own register and always register the group at the start of their hire. Any late arrivals must be added to their register.

6.3 On hearing the alarm all community users must muster at the front of the school by the main gate

6.4 Hirers/Leaders of community groups/organizations must register their members within their group and report this to the site staff.

6.5 The names and locations of any missing users/staff will be given along with the registers to the site staff or lettings team.

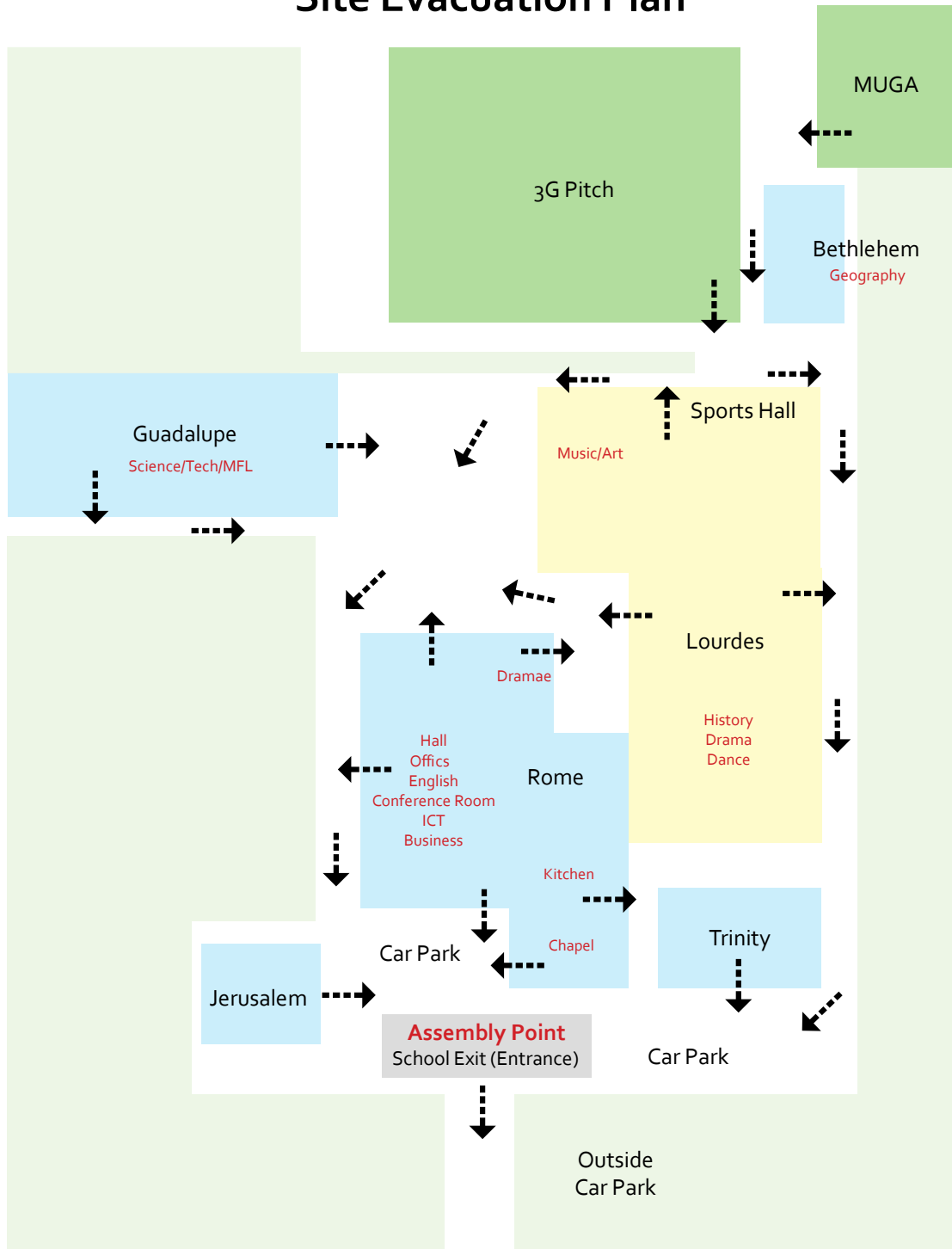
6.6 Community users, tutors and staff must remain at the muster point until dispersal is authorized.

6.7 During weekdays. The site staff will establish whether the alarm was a false alarm or a real alarm, then liaise with the Hirers. Anyone missing will have their details forwarded to the Fire Service on their arrival.

6.8 At weekends or during school holidays. The lettings team, will evacuate with the hirers, liaising with the hirer and await the Fire Service. If Hirers are located on the all-weather pitch or adjacent sports field, they are open the other available Pitch gates, so the hirers can re-locate to the main gate area. Only if it is safe to do so.

6.9 Once the alarm is raised, the fire brigade will attend. The site staff must contact Mr J Habberley.

Site Evacuation Plan



Appendix 5

ALL WEATHER PITCH - SUITABLE FOOTWEAR

The All-Weather Pitch at Saint George Catholic Voluntary Aided College is made from state of the art 3rd generation thick pile carpet and rubber crumb and is ideal for football. The cost of the pitch was a little over £600K so it is important that we take the best care possible which means wearing suitable footwear to minimise damage to the surface. Damage can arise from tearing or snagging the carpet by sharp objects such as metal studs or any type of blades; or contamination from mud and grass causing weeds etc to grow.

It is also important for safety that shoes worn on the All-Weather Pitch have suitable grip on the smooth surface to avoid unnecessary slipping.

When using the All-Weather Pitch please can hirers ensure:

Only suitable footwear is worn:

- Astro trainers
- Football boots with **moulded plastic** studs (NO metal studs, No Blades)
- Trainers with suitable grip (Astro trainers are safer)

No metal studs or blades of any material must be worn on the pitch. Footwear is specific for the All-Weather Pitch and should not be used on other surfaces. All footwear must be clean and free of mud, grass and grit before going onto the pitch to avoid contamination of the surface.

Examples of Suitable footwear:



Plastic moulded football boots Astro trainer



(Rubber sole with dimpled profile)

Appendix 6

Saint Georges Catholic College		Section: All school/site		Ref: stgcc 017		
Site/Location of Task: Leaside Way. Southampton.						
Role/Task/Activity/Process Description:						
Letting of school and sports facilities.						
List those who may be at risk / harmed: All Pupils, staff, contractors and visitors.						
Assessor's Name		Assessor's Signature		Assessment Date		Assessment Review Due
Shaun Gray.				16/02/2024		16/02/2025
No.	Hazard (H) Description Briefly describe how the hazard could be realised, i.e. describe the potential accident. Include a description of the reasonably foreseeable injury	H 1-5	Control Measures - Likelihood (L) Factors Detail the following - Existing controls (Do they work?); Consider Safe Working Procedures (SWP), frequency; environmental factors; previous hazardous events; accident statistics etc.	L 1-6	Risk = HxL	Further action / control req'd ? Y/N
01	Safety of users within the school's facilities. Hirers and users have a risk when within the school's grounds, or buildings. Also, the risk when involved in using the school sports facilities.	3	The school ensure that the schools building and faculties are maintained and safe at all times for visitors within the school.	3	9	

		<p>The site being a school, facilitates that the school site is safe at all times as far as reasonably possible. Site staff will ensure they are on-hand during bookings to oversee any eventuality.</p> <p>The site manager will ensure all safety equipment, i.e. Fire alarm, extinguishers, fire doors, boilers etc. Are correctly maintained and in working order</p> <p>The school will ensure that sports equipment is checked periodically and safe to use.</p> <p>Users are to ensure the equipment they use and the area they are hiring is safe at all times.</p>			
02	<p>Safety of children and schools' pupils and visiting pupils.</p> <p>Safe guarding.</p>	<p>All adults involved with groups where children (under 18 years) are involved or vulnerable adults are involved will have completed current Disclosure and Barring Service checks at appropriate levels and must attest to be compliant with all current DBS checks by signing the booking form. No access to any changing facilities being used by children will be permitted until the previous group has vacated them</p> <p>All Hirers are only allowed access to the area they are hiring and the car park. Hirers are to ensure that their users do not access the school's buildings or grounds out of the hiring agreement.</p> <p>Adult only bookings must distance themselves from other hirers children and school pupils whilst on site.</p>			

			It is the responsibility of all hirers to have a register of participants and know of their whereabouts at all times. They are also responsible for the orderly arrival and departures of their users.			
03	Risk of fire for users and school staff	5	If the schools fire alarm sounds or there is a fire, all hirers are to safely manage their users to the car park at the front of the school where they will be met by the schools site team or lettings team. Hirers are to account for all their users, letting the school team, know of anyone who is missing.	2	10	
			All users are to ensure all fire doors, access routes and gates are not obstructed at any time. All hirers are to receive "what to do in the event of a fire" Instructions when making a booking.			
04	Vehicle access and parking. Risk of injury to pedestrians.	3	Users are required to follow the speed limit, 5mph at all times and are to park safely, not obstructing and routes at any time. Pedestrians have priority at all times.	2	6	
05	First Aid, medical emergencies. Risk of further injury to those requiring medical assistance, from lack of medical/first aid cover	4	The hirer is to ensure that they have an adequately qualified first aider and first aid kit, on site during their period of letting as the college cannot provide first aid support. All injuries and accidents must be recorded and reported to the college. The site/letting team will assist in coordination of emergency services, if needed. A small first aid kit is available on site.	2	8	

06	Security of site from intruders.	5	Site staff are to ensure that no intruders will trespass on the school's grounds or buildings.	2	10	
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Hazard Impact Severity/Consequence if exposed to risk

Severity of the hazard if incident occurs		
Rating	Possible qualitative equivalent	Examples
1	No Harm	No injury, damage, or sickness or other loss, i.e. of working equipment.
2	Minor Harm - First Aid	First aid injury or illness, minor damage or loss. For example, scratch, bruise, minor cut, minor burns. Normal work possible after first aid treatment.
3	Serious Harm - Over 3 day injury	Minor fractures (fingers & toes), temporarily disabling back injuries. Accidents result in an over 'three-day' injury or illness, substantial damage or loss.
4	Major harm	Major fractures (limbs, vertebrae etc.), eye injury, longer term disability long term sickness absence.
5	Catastrophic Harm Fatality	Fatality, permanent disabling illness, blindness, catastrophic damage or loss e.g. loss of limb

Likelihood of being exposed to risk

Likelihood of incident occurring		
Rating	Possible qualitative equivalent	Examples
1	Remote	Highly unlikely to occur
2	Rare	May occur in exceptional circumstances
3	Unlikely	Unlikely but could occur at some time
4	Possible	Fairly likely to occur at some time or in some circumstances
5	Likely	Will probably occur at some time or in some circumstances
6	Highly Likely	Highly likely to occur

Health and Safety 6x5 Risk Matrix

Hazard Severity
x Likelihood
= RISK

Risk Level	
Low	1-6
Med	8-12
High	15-20
V High	24-30

Risk Matrix

Likelihood rating	6	6	12	18	24	30
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Hazard Severity rating				

Risk Control Plan

Risk level	Guidance on necessary action and timescale
Low (1-6)	Unlikely to cause serious injury, any actions need to be completed within 6 months. Periodic review to ensure controls are maintained
Medium (8-12)	Will cause injury at some point; consideration should be given as to whether the risks can be lowered, actions to be completed within 1 month, regular review of controls to ensure they are maintained particularly if the risk levels are associated with harmful consequences.
High (16-20)	Likely to cause injury, substantial efforts required to reduce risk. Controls to be implemented as a priority.
High (25-30)	Will cause serious injury or worse, consider stopping, suspending or restricting the activity all risk reduction actions are immediate detailed planning and regular monitoring of controls. Temporary controls might be appropriate in the short term such as increased supervision.

Appendix 7

[date]

Dear Hirer,

As you know we take the Safeguarding of all young people on our site very seriously and as stated on the application form and in our terms and conditions:

“All adults involved with groups where children (under 18 years) are involved or vulnerable adults are involved will have completed current Disclosure and Barring Service checks at appropriate levels and must attest to be compliant with all current DBS checks by signing the booking form. No access to any changing facilities being used by children will be permitted until the previous group has vacated them. This is particularly relevant for the first hirers after the school day when all school students must be confirmed clear by a member of school staff before entry will be allowed. Each term all adults working with your group may be asked to submit their DBS numbers and the dates they were issued.”

As part of our terms and conditions, please can all adults who are working with your group and have made bookings to use our facilities from 1st September 2024 bring in their original DBS certificates for checking by the Lettings Co-ordinator, by [date]. Since safeguarding is a priority at St George, unfortunately, if we do not view your DBS by this date, your bookings will be forfeited.

If you have any questions please do not hesitate to get in touch with me.

Yours faithfully,

Mrs H Cheung
Lettings Co-ordinator

