



St Mary's Bentworth Primary School

Jubilee Hall Hire Information

All external user hire arrangements for the Jubilee Hall are managed by a **volunteer** Hall Hire Management Team. They will respond to initial hire enquiries within 7 days and then provide confirmed hirers with contact details.

Contents

The following information is intended to assist you before, during and after your hire of the Bentworth Jubilee Hall (Hall).

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Hall Hire Management Team Information and Contact Details for hire/date/time:

*Initial enquiries about hiring the Jubilee Hall will be answered by the **volunteer** Team within **7 days**. Once a hire is confirmed you will receive contact details for your hire arrangements.*

► **jubileehallbooking@gmail.com**

The hall hire management team is a small group of volunteers who aim to support the ongoing availability of the Jubilee Hall for external hire. They will administer the booking service and oversee arrangements before, during and after the hire event.

Fire safety

The hirer is deemed the 'Responsible Person' and is designated the person in charge of the Hall during the hire period.

- Please note that our site is a **non-smoking site** and therefore smoking, including use of vaping electronic cigarettes anywhere on school grounds is strictly prohibited.
- It is advisable to take a note of everyone attending your event so that a roll call can be completed if the premises need to be evacuated.
- The Hirer must have Designated Fire Marshalls for any hall hire with over 80 people attending. High viz waistcoats for marshals are available in the Hall. Designated Fire Marshall(s) will open fire doors, leave building if they can with first aid kit, support evacuation to muster point (car park), phone 999 etc.
Number of fire safety marshals recommended: 3 for 80 people, 4 for 100 people seated, 100 + standing people
- All fire exits are clearly sign posted (please see plan of school hall for their location). Please ensure that you do not block any fire exits.
- The hall is fitted with smoke alarms; please exit the building immediately if you hear the alarm. Our muster point is the bottom of our school playground next to the trim trail. A roll call should then be taken by the Responsible Person. The Responsible Person should ensure that, once the building has been evacuated, members of the public do not re-enter the building until the Fire Brigade has deemed it safe.
- **In the event of a fire please phone the fire brigade immediately, giving the address as St Mary's Bentworth Primary School, Church Street, Bentworth, GU34 5RE**
- Please then telephone your Hall Hire named contact for your hire event.
- One of the conditions of the hall hire is that the person hiring the hall must have access to a mobile telephone which must be fully charged and have a strong signal at our site.
- On the arrival of the Fire Brigade the Responsible Person should report to the Officer in Charge, if possible handing over the red Grab Bag which is located in Hall entrance foyer (contains plans of the building etc)

- All incidents and accident must be reported to the school via the Hall Hire Management team

Child Protection and Safeguarding*

*A copy of the school's Child Protection and Safeguarding Policy is available from the School Office

St Mary's School is committed to safeguarding the welfare of all its pupils.

Children have the right to feel secure. Parents, carers and other people can harm children either directly or indirectly; children may suffer neglect, emotional, physical or sexual abuse or a combination of such types of abuse. Whilst the school aim to work openly with parents or carers the school reserves the right to contact Children's Social Care or the Police without notifying parents if this is in the child's best interests.

Aims:

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Raising awareness of child protection and safeguarding roles and responsibilities within staff, governors and volunteers.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Support pupils with additional needs eg through the CAF (Common Assessment Framework)
- Establishing a safe environment in which children can learn and develop.
- Ensure that allegations or concerns against staff are dealt with in accordance with DFE and local guidance.

Child Protection

Those hiring the hall during school hours must comply with the school's safeguarding procedures as set out in the Safeguarding Policy; an outline is included in the hire pack and a full version is available from the school office.

The Governing Body of St Mary's must ensure that appropriate arrangements are in place to keep children safe when the school facilities or premises are hired out to organisations or individuals, for example community groups, sports associations and service providers running community or extra-curricular activities. When services or activities are provided by the Governing Body under the direct supervision or management of their school staff, the school's arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case.

The Governing Body must seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. The Governing Body must also ensure safeguarding requirements are included in any transfer of control agreement (ie lease or hire agreement), as a condition of use and occupation of the premises and that failure to comply with this would lead to termination of the agreement.

In the event that the school receives an allegation relating to an incident that happened when an individual or organisation was using the school premises for the purpose of running activities for children, as with any safeguarding allegation, the school will follow their safeguarding policies and procedures, including informing the LADO (Local Authority Designated Officer).

(ref: DfE KCSiE 2023 and After-school clubs, community activities, and tuition Safeguarding guidance for providers).

Hirers of the school hall running activities involving children and young people must read and accept the safeguarding information contained in the Hall Hire Pack or present their own safeguarding policies to the school with their application to hire.

Health and Safety Policy*

**This is an abbreviated form of our School Health and Safety Policy and there is also a helpful H&S Information leaflet for hirers included in this pack; a complete version of our H&S policy is available from the School Office and is on the School Website under Policies.*

It is the school's policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all visitors to the school.

Our aims:

- To provide healthy and safe working conditions, equipment for our visitors/hirers.
- To provide appropriate information and instruction for visitors/hirers.
- To maintain control of health and safety risks.
- To continually develop a safety culture to remove or reduce the possibility of accidents and injuries.
- To assess risks, record significant findings and monitor safety arrangements.
- To comply with all health and safety legislation and to act positively, where it can reasonably do so,
- to prevent injury, ill health or any other danger.

The school recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage employees and visitors/hirers to engage in the establishment and observance of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the school, with all the safety requirements set out in the hiring agreement and with the safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

First Aid and Emergencies

There is a first aid kit available; this is situated in the 'community'/small committee room kitchen.

Hirers using the school kitchen can also access a first aid kit in that area.

There is a defibrillator located on the external wall outside the main entrance doors to the hall.

The nearest hospital with an accident and emergency department is Basingstoke.

Basingstoke and North Hampshire Hospital, Aldermaston Road, RG24 9NA

This is approximately a 30-minute drive.

In the case of an emergency our school address is:

Church Street, Bentworth, GU34 5RE

If you have used the first aid kit you must inform the Hall Hire Management Team/School Office so that items can be replenished.

Please inform the Hall Hire Management Team and the School Office of any injuries, accidents or 'near misses'*

*A 'near miss' is when an accident or injury has been narrowly avoided. It is important that these are reported to the school so that we can take any further necessary actions.

Facilities

Our hall has toilets and a disabled toilet located in the entrance lobby. There is also a toilet next to the 'Community' Kitchen/stage. The toilets are cleaned daily during the week. Please leave them in a clean and tidy state and inform the Hall Hire Management Team of any problems, using the sheet at the back of this pack.

The Community Kitchen has a sink, electric hob and oven and kettle.

There are tables and chairs available for your use – please ensure that they are thoroughly wiped down when you have finished using them. Located in the store room off the main Hall – indoor use only.

School Kitchen: please see separate section

Electrical equipment: If you plan to bring your own electrical equipment to use please ensure that it is in good and safe working order. Please adhere to the following guidelines:

- Portable electrical appliances that plug into the electrical mains should each have a separate switch socket outlet. Where that is not immediately possible, a fused multi-socket outlet may be used but not an adaptor plug.
- Extension leads are especially liable to damage and should be visually inspected regularly to look for kinks, worn and frayed cables, loose or cracked plugs and other obvious damage.
- If checking plugs, make sure that the cable casing enters the plug so that no wires are exposed and correct fuses have been fitted.

Disposing of rubbish:

Please ensure that you leave the hall as you found it – clean and tidy.

- This includes the sinks and toilets in all the lavatories.
- Please do not use the school outside bins. Please take all rubbish with you.
- Please wipe down tables and restack any chairs (as necessary)

Cleaning equipment and materials: Cleaning and equipment and materials will be left in the Jubilee Hall lobby for your use.

Use of School Kitchen

It is possible to use the school kitchen but this must be agreed in advance of the hire. Please note that it is **essential that the kitchen is left in the clean and tidy state that you find it.**

Hirers may use the preparation tables, wash up area and serving area/hatch. The gas hob and oven is also available but hirers will need to be trained on the gas supply and ventilation system prior to use.

Please comply with notices on the school kitchen fridge and freezer and other electrical equipment – **not** available for use. These items are subject to strict health and safety rules to prevent cross-contamination.

There is a small fridge and separate freezer in the community kitchen off the main hall that may be used by hirers for the duration of the hire – use of these facilities must be agreed in advance of hire.

Please **do not** use the dishwasher or steam convection oven or any of the cooking utensils that are stored in the School Kitchen area.

Risk Assessment

All hirers must risk assess the venue for their event. Hirers are responsible for fully risk assessing their own event.

A blank risk assessment document is attached Appendix B to the Hall Hire Policy and hirers must make their own assessment of risks relating to their event. Helpful information has been included.

The document should not be considered a comprehensive list of all/any risks.

Checklist

Before you leave our Jubilee Hall please make sure that you have checked/done the following and then return this form to the Hall Hire Management Team in person or c/o school (it can be posted in the school letter box just outside the main school door – term time only).

Action	Check
Has all the equipment been put back (tables, chairs etc)?	
Have tables been wiped with sanitiser cleaner provided in cleaning materials box?	
Are all the windows closed and locked?	
Are all the doors closed and locked?	
Have you cleared away any rubbish and disposed of it appropriately?	
Has the floor been swept and any spills cleared up?	
Are the sinks and toilets clean?	
School kitchen: - have all surfaces been wiped with sanitiser and floor swept?	
Is the heating switched off?	
Are all the lights off?	

Any defects to report?

Any damages to report?

Did you use the first aid kit? Yes / No (Please delete as necessary)

Name of hirer:

Signature of hirer: Date:

Alcohol on the school site

Our policy clearly states that if you wish to serve and/or sell alcohol at your event you must agree this with the Governing Body of the school in advance of your event.

Please refer to the Hall Hire Policy if you wish to sell alcohol at your event (requirement for hirer to obtain license).

Name of hirer:

Date of hall hire:

I would like to seek permission from the Governing Body to serve and / or sell alcohol at my event (delete as necessary).

If permission is granted by the Governing Body then I agree that alcohol will only be served to persons who are aged 18 or older on the date of the event.

Signed: Date:

Print name:

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To be completed by the Hall Hire Management Team for the Governing Body

Permission granted Yes/No

Signed: Date:

Print name: