

**Growing together, hand in hand**

# **Lettings Policy and Hire Agreement**

May 2025

<b>Audience:</b>	Staff/Governors/Public
<b>Frequency of Review:</b>	Annually
<b>Post-holder responsible for Review:</b>	Office & Finance Manager Site & Buildings Supervisor

**Recommended associated documents:**

Gorsemoor Primary School Health, Safety and Wellbeing Policy  
Staffordshire County Council Health, Safety and Wellbeing Policy  
Guidance on Health and Safety for Lettings 1st June 2015

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## **Aims**

To maximise the use of the school premises and encourage active participation by a wide range of community groups.

The Headteacher and School Leadership Team recognise that:

- the school buildings and grounds represent a significant capital investment and should be fully utilised;
- are a valuable community resource; educational usage constitutes a natural priority;
- profit margins would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activities.

## **Introduction**

This policy statement complements - and should be read in conjunction with - the Staffordshire County Council Health, Safety and Wellbeing Policy and Guidance on Health and Safety for Lettings (2015). Within these policies, it clearly states that Premises Managers are responsible for ensuring that the Letting of their premises is carried out with all legal/contractual and insurance requirements in place. Premises managers are responsible for ensuring that appropriate Public Liability Insurance is in place for Lettings and other community activities which take place on their premises.

## **Definition of a Letting**

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group or a commercial organisation”. Activities which fall within the corporate life of the school, such as PTFA meetings and events and extra-curricular activities for pupils organised by the school are not considered lettings.

## **Charges and Payment**

### Scale of charges

The governing body is responsible for setting charges for the letting of school premises and will ensure that the school budget does not subsidise non-school activities and that all costs are recoverable. In arriving at their scales of charges the governing body has followed the following principles:

- There will be parity of treatment for similar users
- The overall cost of letting school facilities will be recovered from users

For the purpose of charging, the Co-Headteachers, along with the Finance and Business Committee, are empowered to determine to which group any particular individual or organization belongs. The scale of charges is attached at Appendix 1 to this policy and will be reviewed annually by the governing body for implementation from the beginning of the next financial year.

Alongside room hire charges, additional charges may be applied for the use of equipment (sports equipment or photocopying for example). This will be clearly discussed ahead of the Letting.

### Discounts

The Co-Headteachers, on behalf of the Finance and Business Committee, may offer discounts or agree a subsidy for any lettings, as they deem appropriate. Details will be shared with the committee during meetings which are planned three times per year.

### VAT

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, sports letting are subject to VAT. Where an extra and separate charge is made for the hire of equipment, VAT is due on that charge at the standard rate. The school will record the VAT element of any income.

### Minimum charges

Minimum hire charges will apply to ensure that all costs are recoverable to school. During normal school opening hours, this will be dependent upon the nature of the activities provided by the hirer. Outside these times, minimum hire charges are applied and can be found in Appendix 1.

### Deposits

The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition incurring additional cost for cleaning, caretaking or other expenses.

### Payment methods

Invoices will be raised for all bookings through Staffordshire County Council finance. Payments for recurring bookings will be payable a term in advance.

### Cancellations

The school will seek to recover any cost incurred by the school which is unavoidable and as a direct result from the cancellation of a letting. Details of the cancellation charges are shown Appendix 1.

The Governing board reserves the right to refuse any application for a letting without stating the reasons for doing so. The right is also reserved to cancel any hiring, where the Co-Headteachers consider it necessary and due to any cause outside of their control.

## Facilities

### Letting times and available facilities

The table below shows the spaces within the school and grounds which are available for hire, along with the agreed times. Variations to these timings are subject to approval from the Co-Headteachers and in conjunction with the site team.

	Term time		School holiday periods	
	Monday to Friday	Weekends	Monday to Friday	Weekends
<b>School Hall</b>	3.30pm – 8.00pm	8.30am – 4.30pm	9.00am – 8.00pm	8.30am – 4.30pm
<b>LRA</b>	3.30pm – 8.00pm	8.30am – 4.30pm	9.00am – 8.00pm	8.30am – 4.30pm
<b>Classroom base</b>	3.30pm – 8.00pm	8.30am – 4.30pm	9.00am – 8.00pm	8.30am – 4.30pm
<b>School field**</b>	3.30pm – 8.00pm	8.30am – 4.30pm	9.00am – 8.00pm	8.30am – 4.30pm
<b>Forest area**</b>	3.30pm – 8.00pm	8.30am – 4.30pm	9.00am – 8.00pm	8.30am – 4.30pm

\*\* Please note that outdoor areas may not be available all year and thorough consideration will need to be given to the time of the year and weather/light conditions, prior to a booking being confirmed.

## Equipment

Where equipment is needed as part of the letting, this must be pre-agreed with the Lettings Manager and detailed on the contract. In most situations, the use of site owned equipment will not be permitted. Any equipment belonging to the group letting the premises must be safe, well maintained and suitable for use in the premises – this will include the use of any portable electrical equipment brought onto site, which must be PAT tested.

## **Management of lettings**

The governing body has delegated day-to-day responsibility for lettings to the Co-Headteachers. Where appropriate, the Co-Headteachers may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

An annual report on lettings will be made to the governing body and will include information on users, finances, incidents and accidents, enquiries and any lettings refused.

Details of any lettings and discounts applied will also form part of the committee meetings with the Finance and Business Committee.

## **Considering applications for lettings**

Organisations seeking to hire the school premises should approach the Office and Finance Manager, who will share details of the charges and conditions of hire and provide a Lettings Request Form (attached as Appendix 2). The Office and Finance Manager will be responsible for recording all enquiries and updating the Co-Headteachers on these during weekly meetings.

Once a formal application has been made, the Office and Finance Manager will share this with the Co-Headteachers so that due consideration can be given to:

- the potential interference or disruption of school activities;
- the availability of the facilities and staff;
- the school's equal opportunities, health and safety and safeguarding policies;
- health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

If the Co-Headteachers have any concerns about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Finance and Business Committee.

## **Issuing a lettings contract/Conditions of hire**

Once a letting has been approved, a letter of confirmation will be sent to the hirer enclosing a copy of the Conditions of Hire. The school must be in receipt of a copy of the Conditions of Hire signed by the hirer before a letting takes place. The governors have adopted the Conditions of Hire which are attached in Appendix 3.

All formal hiring of the school's premises, including those for which no charge is made, shall be properly documented. All hirers must complete a hire agreement and will receive a copy. The hire agreement is a contract which the governors may legally enforce. No member of staff is allowed to vary the Conditions of Hire nor to deviate from the published charging policy without the prior consent of the Co-Headteacher, on behalf of the governors.

## **Health and Safety**

Checks of premises and grounds should take place before a letting to ensure that the letting can go ahead in a safe and secure manner. Details with regards to gritting in inclement weather should be communicated to Hirers and a separate policy is available for this.

The Letting must have emergency procedures in place for their activities and the premises manager must make any Lettings aware of emergency procedures to be followed as part of the hazard exchange process.

Premises managers should provide the Letting with the fire procedures for the premises and Lettings must then take responsibility to communicate the procedures to all those present.

Emergency procedures for a Letting may need to be created if access to parts of the building are not permitted, for example, where a Letting does not have access to the landline telephone in the building. Details about alarms and emergency lighting etc. will also be communicated.

A Hazard Exchange must be completed before hire commences with a representative from the school and the Hirer (See Appendix 4) to cover all of the health and safety requirements. The hazard exchange process should include:

- The hazards that exist on the site which may be a risk to those letting the premises and any associated control measures in place which must be followed by those letting the premises.
- The hazards created by those letting the premises presenting a risk to the regular users of the premises or those present during the Letting, and any control measures the Letting will have in place to reduce the risks.

## **Security and access for lettings**

The Co-Headteachers have delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measures.

The premises manager must make clear, on any Lettings Agreement, the security arrangements for opening and closing the premises, including times and contact details for the person responsible for doing this e.g., Caretaker. Those locking the premises must carry out a check of the building to ensure everyone has left the premises before locking the site after a letting.

Those letting the premises must provide supervision for those taking part in the letting activity who might arrive before the scheduled start time. This is to ensure that those waiting do not become distracted and stray into unauthorised areas of the site.

Premises managers must discuss, with the Hirer, the permitted areas to be used and any limits of access on the site. Limits of access may include no access to areas within the building or access for external areas only e.g., use of external sports fields. For example, letting the sports field does not necessarily give access to toilet facilities or any other area of the site, a letting of the hall may not include use of kitchen areas etc.

Where spectators are invited to observe activities – e.g. football matches on the school field, those letting the premises must be able to take responsibility for the spectators as well as those participating.

The premises managers must ensure that access is prevented to all hazardous areas on the site, such as roof areas, machinery, substance storage facilities etc.

An agreement should be in place for those letting premises about reporting adverse incidents – such as trespassers - on site. Those letting a premises must know how to report any adverse incidents to the premises manager or others following the agreed procedures.

Any arrangements for parking and site access must be agreed with the Letting in advance, this may include reinforcing the requirement to park in designated bays and ensuring that segregation of vehicles and pedestrians is maintained. See further details below.

## **Safeguarding**

The school's safeguarding policy and procedures must be consulted and followed when dealing with external organisations that work with children or young people. The school must be satisfied that any hirer has robust safeguarding measures in place and have procedures for handling any disclosures made by children in attendance.

## **Smoking**

There shall be no smoking on the school premises on the grounds of the fire security and the potential for damage to floors and furniture.

## **Use of Playing Fields**

Any hiring of a playing field may be cancelled without notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use. Suitable footwear must be worn; any mud left behind on footpaths and playgrounds should be removed by the hirer.

## **Public Entertainment and other Licenses**

The promoters of entertainment and functions, to which the public are admitted on payment, shall be responsible for completing all formalities in connection with the use of the premises for that purpose. Where the Chief Fire' Officer or Licensing Authority require additional facilities for the purpose of a letting (such as "Exit" signs and emergency lighting) which are not already installed, It shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation, which will need written approval from school.

Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to attend.

No entertainment or function, to which the public are admitted, shall be allowed unless the premises are licensed for the purpose under the by-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.

The hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:

- all safety requirements and recommendations of any licensing authority are complied with;
- any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with;
- suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.

## **Copyright and Performing Rights**

No copyright work shall be performed without the license of the owner of the copyright and the payment of any appropriate fees.

The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the Governing Board to use the school premises shall be immediately cancelled and the Governing Board shall have the right to recover fees, charges or any other payments referred to in these Regulations.

The hirer shall indemnify the Governing Board from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises.

The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society Limited, 29-33 Berners Street London W1P 4AA.

If it is proposed to play a copyright record or tape in public, application for a licence so to do must be made to Phonographic Performance Ltd, 103 James Street, London W1R 3HG  
Evidence that the necessary licences have been obtained must be supplied to the school at one calendar month before the letting.

### **Gaming**

No gaming is allowed except in accordance with the conditions of the Gaming Act 1968, Section 41 when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain. A copy of these conditions is open for inspection in the Local Magistrates Court during the normal hours of business and the hirer shall be deemed to have knowledge of this.

### **Complaints procedure**

A complaint about the school from someone letting the school premises should be dealt with by following the school's complaints procedure. Complaints by a third party about a letting should be forwarded to Hirer. If the Hirer does not have their own complaints procedure, the school will investigate the complaint using its own procedure.

### **Monitoring**

Premises managers should hold regular review meetings with all Lettings to ensure that all parties have:

- the opportunity to update and exchange information,
- review activities on site, including any accidents, incidents or any other issues which have arisen,
- review and update hazard exchange and risk assessment information.

## Appendix 1: Scale of Charges and cancellation charges

### Wrap around care

7.15am – 8.50am and 3.25pm – 6.00pm.

Room rental of: £60 per week

### Clubs aimed at children’s education, health and wellbeing or personal development

For example: sports clubs, Girl Guide groups, Scouts

	Term time			School holiday periods		
	Monday to Friday	Monday to Friday	Weekends	Monday to Friday	Monday to Friday	Weekends
	3.30pm – 6.00pm	6.00pm – 8.00pm	8.30am – 4.30pm	9.00am – 6.00pm	6.00pm – 8.00pm	8.30am – 4.30pm
<b>Cost per hour</b>	No charge	£15	£15	Daily rate of £30	£20	£20
<b>Minimum charge</b>		£30	£45		£40	£60
<b>Cancellation fee**</b>		25%	25%	n/a	25%	25%

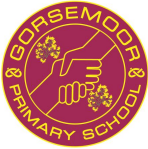
\*\* Cancellation fee applies to bookings which are cancelled with less than 48 hours’ notice. All cancellations must be made via the school office on 01543 274788

### All other hires

For example: professional meetings, adult classes or group meetings

	Term time			School holiday periods		
	Monday to Friday	Monday to Friday	Weekends	Monday to Friday	Monday to Friday	Weekends
	3.30pm – 6.00pm	6.00pm – 8.00pm	8.30am – 4.30pm	9.00am – 6.00pm	6.00pm – 8.00pm	8.30am – 4.30pm
<b>Cost per hour</b>	£10	£15	£15	£30 minimum charges will apply during Site Manager holiday	£20	£20
<b>Minimum charge</b>	n/a	£30	£45		£40	£60
<b>Cancellation fee**</b>	n/a	25%	25%	25%	25%	25%

\*\* Cancellation fee applies to bookings which are cancelled with less than 48 hours’ notice. All cancellations must be made via the school office on 01543 274788



## Appendix 2 – Booking Form for School Lettings - Gorsemoor Primary School

<b>Name of Hirer</b>	
<b>Address of Hirer</b>	
<b>Contact Numbers</b>	
<b>Email Address</b>	

<b>Purpose of Hire</b>						
<b>Attendees</b>	<b>Total no.</b>		<b>No. of adults</b>		<b>No. of children</b>	
<b>Single Booking</b>	<b>Date of Booking</b>		<b>Start Time</b>		<b>End Time</b>	
<b>Block Booking</b>	<b>Days Required</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Start Date</b>		<b>End Date</b>		<b>No of Weeks Required</b>	
	<b>Start Time</b>		<b>End Time</b>			

***Booking times must allow sufficient time for preparation and clearing away before and after the event.***

<b>Facilities required</b>	<input type="checkbox"/> Hall <input type="checkbox"/> LRA <input type="checkbox"/> Field <input type="checkbox"/> Forest area <input type="checkbox"/> Car Park <input type="checkbox"/> Toilets <input type="checkbox"/> Other _____
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<b>Equipment required</b>	
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<b>Other Arrangements</b>	
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***The School does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.***

***If permitted by the School, the relevant licence must be obtained for all events that will involve public entertainment.***

**I have read and accept the terms and conditions of Hire and I confirm that I am over the age of 18.**

Signed (Hirer):

Full name:

Date:

***You will be sent confirmation of whether this application has been accepted or rejected by email. No letting will be regarded as booked until the deposit and booking fee is received in full and the Hire Agreement has been signed by the Hirer and the School.***

**Please return the form to:**

Office and Finance Manager  
Gorsemoor Primary School  
Gorsemoor Road  
Heath Hayes  
Cannock  
WS12 3TG  
Email: office@gorsemoor.staffs.sch.uk

(School Use Only)

The application for this letting has been **ACCEPTED/ REJECTED**

**Signed:**

**Position:**

**Date:**

Evidence of own insurance cover supplied and approved  Yes  No

If no, include in Schools insurance cover  Yes  No

Does the letting involve working with children/young people  Yes  No

If yes, has the School obtained a copy of their safeguarding procedures  Yes  No

### Appendix 3 – Conditions of Hire - Gorsemoor Primary School

#### Particulars of Hire

The Governing Body of Gorsemoor Primary School or Gorsemoor Road, Heath Hayes (the "School") permits the hiring of facilities within the School ("the Premises" as set out below) on the Conditions of Hire and Booking Form attached and the following particulars apply:

Name of Hirer	
Address of Hirer	
Premises to be hired	
Hire Period: from [date and time] and to [date and time]	
Hire Fee	
Areas in school Permitted for Use	
Equipment provided	
School Emergency Contact and Telephone Number	
Any other information or arrangements	

Signed on behalf of the School:.....

Print Name ..... Date .....

***The Hirer confirms that they have read and understood these Conditions of Hire and agrees to be bound by such terms and conditions from the commencement of this agreement.***

Signed on behalf of the Hirer.....

Print Name ..... Date .....

## **Terms and Conditions**

### **1. Interpretation**

- a. Health and Safety Legislation:
- b. School: means the Governing Body of the School, its employees and agents.

### **2. Use and Access**

- a. The School permits the Hirer to access and use the Premises on the times specified for the Permitted Use.
- b. The School do not warrant that the Premises are fit or suitable for the purpose of the hire.
- c. The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities in the Premises during the Hire Period and for the prevention of disorderly behaviour.
- d. The Hirer will be responsible for obtaining and paying for any Public Entertainment Licence required.
- e. The School retains the right to access the Premises at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by School staff.
- f. The Premises remain in the Schools' legal possession notwithstanding the Hirer's occupation during the Hire Period and such occupation shall not be deemed to constitute or create any lease or tenancy.
- g. Toilets will be available for use for persons hiring the school premises at no extra charge.
- h. Parking facilities are available free of charge. Cars are parked at owner's risk. Parking is not allowed on the grass.
- i. It is the Hirer's responsibility to ensure that all attendees of their event leave the property promptly and that all set up and take down costs are included in the booking times stated on the booking form.

### **3. Restrictions on Use**

- a. The Hirer shall not use the Premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the School or any other occupiers within the Building or any owner or occupier of neighbouring property.
- b. Hirers are not permitted to use, and not enter any accommodation that is not stated on the booking form.
- c. School kitchens are not available for hire and should not be used.
- d. The Hirer shall not make any alterations or addition to the Premises, shall not affix any items to the Premises and no interference is to be made with School property/equipment or other parts of the building which do not form part of this hire agreement.
- e. Illegal drugs and alcohol are not to be brought onto or consumed on the Premises.

- f. No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.
- g. Smoking is not allowed on the Premises or the building at any time.
- h. No betting, gaming or gambling is allowed on the Premises.
- i. Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the Premises.

#### **4. Hire Fee and Deposit**

- a. The Hire Fee is due and payable 14 days prior to the Hire Period.

#### **5. Condition and Damage**

- a. The Hirer will keep the Premises in a clean and tidy condition when in occupation. The Premises must be left in the same condition as before the Hire Period.
- b. Any damage, destruction or theft that occurs during the Hire Period in or to the Premises, to the building, equipment or School property will be the responsibility of the Hirer and the Hirer shall pay to the School the cost of making good any such damage.

#### **6. Insurance**

- a. The Hirer must hold public liability insurance in respect of their occupation of the Premises for a minimum of £5 million and will provide a copy to the School.

#### **7. Indemnity**

- a. The Hirer shall keep the School indemnified against all expenses, costs, claims, damage and loss (including any diminution in the value or loss of amenity of the Premises) arising out of the use of the Premises by the Hirer or from any breach of any of the Condition of Hire by the Hirer, or any act or omission of the Hirer, or any other person on the Premises with the actual or implied authority of the Hirer.

#### **8. Loss**

- a. The School does not accept liability for any loss, theft or damage to property brought onto the Premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any person however caused.
- b. The School shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, ed or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen's materials or transport, electrical, power failures or other circumstances whatsoever outside its control and which affect the provision by the School of access to or use of the Premises.

## **9. Assignment**

- a. This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

## **10. Health and Safety**

- a. The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
- b. The Hirer should have an accurate list of those present.
- c. Any portable equipment to be used must have a current PAT test certificate.
- d. The Hirer must ensure they are aware of the fire exits and the fire and emergency evacuation procedures. The Hirer is required to take any precautions necessary to ensure the safety of those attending during the Hire Period, including ensuring the means of escape from fire are not blocked or impeded. The Hirer must make These will be covered in the Hazard Exchange Form which is completed before hire can commence.
- e. The Hirer will immediately inform the School of any emergency, accident or serious incident that occurs during the Hire Period by telephoning the School Emergency Contact. The Hirer will be responsible for reporting any accident to the Health and Safety Executive.
- f. The Hirer will be responsible for the provision of First Aid facilities and First Aiders.
- g. No school equipment will be authorised for use by the letting unless agreed as part of the contract. The letting will be coached on the safe use of any equipment that is provided as part of the agreement.

## **11. Safeguarding and Child Protection**

- a. Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the School upon request.
- b. At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933.
- c. It is the Hirer's responsibility to ensure adequate supervision for those taking part in the lettings activity, including for those who arrive before the scheduled start time.

## **12. Cancellation**

- a. The Hirer may cancel the booking at any time by contacting the School. If a booking is cancelled with more than one week's notice, the full Hire Fee and any Deposit will be repaid. If less than one week's notice is given, only 50% of the Hire Fee will be repaid. The Hirer will pay the full cost of the hire for bookings cancelled less than 24 hours before commencement of the Period of Hire.
- b. This agreement will be cancelled immediately should the Hirer breach these Conditions of Hire at any time and no Hire Fee (or part thereof) shall be refundable.

c. The School reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavor to give as much notice as possible. In such circumstances, the School will refund the Hire Fee (and any deposit), but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay.

### **13. Advertising**

a. The School must approve all advertising and posters concerning the use of the Premises

## Appendix 4 – Hazard Exchange Form – Gorsemoor Primary School

*To be completed before the commencement of the school letting*

<b>Premises name/address</b>	
<b>Details of Letting</b>	
<b>Contact name</b>	
<b>Contact telephone number</b>	

### Section 1 - Premises Hazards

The premises manager must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises. This must include fire/ emergency procedures.

<b>Hazards identified and notified to those letting premises</b>	<b>Details/location and control measures to be taken.</b>

## Section 2 – Letting Activity Hazards

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting.

Those letting premises must identify the control measures they will have in place to reduce the risks.

Hazards – Lettings	Details/location and control measures to be taken.

The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details

Where necessary, both the Premises Manager and the person/group letting the building will be required to exchange written risk assessments.

*Sign and date:*

<b>Premises Manager</b>			
<b>Representative for those letting the premises</b>			
<b>Creation date</b>			
<b>Review date(s)</b>			