



**Shaw  
Education  
Trust**

# **Health and Safety - Lettings Policy**

Procedure Originator: Pete Potts

Approved By: C-Suite

Queries to: P. Potts

Review Interval: 3 years

## 1.0 Overview

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.

The guidance below provides further details on the health and safety considerations for Premises Managers when letting out their premises which they may wish to record on their Lettings Agreement.

Premises managers are advised that health and safety considerations for lettings should not be “generic” and that all lettings will present different risks to the premises which should be considered during the planning stage.

## 2.0 Planning – managing risk and hazard exchange

A meeting between both parties must take place which includes an exchange of information about health and safety and risk assessments relevant to the letting. It is suggested that a formal “hazard exchange” document is in place to record this information and is retained by the both parties alongside any risk assessments which may be relevant. An example “Hazard Exchange Information for Lettings” template can be found below.

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.

## 3.0 Security and Access

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 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 those letting premises 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, D&T classrooms, 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 the premises must know how to report any adverse incidents to the premises manager or others following the agreed procedures.

#### **4.0 Safe Condition of the Premises**

Checks should take place to ensure that the letting can go ahead in a safe and secure manner, for example, arrangements may differ in winter and summer for use of sports fields. It should be made clear who will check the condition of rooms used inside the building or external areas such as fields and pitches prior to the letting taking place.

Arrangements should be in place regarding the recording and reporting of defects found or created during a letting.

Where premises are used during winter months, arrangements should be in place for adequate external lighting to be switched on.

During winter or any inclement weather, the site may have in place gritting or snow clearing arrangements, for example, the premises may have arrangements to grit some walkways for access but not others. Details should be communicated to those letting premises either as part of the

letting agreement or by some other formal means. Those letting premises must take responsibility for ensuring pedestrians take the correct gridded access route to and from the premises.

During extreme weather premises managers should review their Lettings and take the decision to refuse access if it is deemed to be unsafe.

**Premises managers should undertake regular premises condition checks as part of their normal premises responsibilities and these should be recorded.**

## **5.0 Emergency Procedures**

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, how will they raise the alarm in an emergency?

Details about alarms and emergency lighting etc. must also be communicated.

**Every Letting must be provided with information on what to do and who to contact in an emergency.**

## **6.0 Accidents**

A premises manager must clearly define what a letting must do if an accident occurs on the site and how they should notify the premises manager. Premises managers should review this information and investigate any accidents where the condition of premises or site problems may be a contributory factor.

## **7.0 First Aid**

Premises managers must be clear on whether the group letting the premises will have access to site first aid facilities and first aiders or whether the letting will provide their own.

## **8.0 Parking and Vehicles**

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.

## **9.0 Cleaning and Waste Disposal**

The premises manager must discuss with those letting premises the potential for any waste which may be generated and any cleaning requirements because of the letting. Premises managers are advised to arrange that those letting should remove all waste and take responsibility for all cleaning as required, and that this should be agreed and recorded in the Lettings Agreement.

## **10.0 Equipment**

It should be made clear in the Lettings Agreements which equipment on the site may be used by the letting. In most situations, the use of site owned equipment will not be permitted within the letting and this must be made clear.

Equipment belonging to the group letting the premises must be safe, maintained and suitable for use for the activity and suitable for the use in the premises, this should be made clear within the Letting Agreement and included in their risk assessment.

Premises managers must also ensure that any portable electrical equipment brought onto site has been tested under the requirements for portable appliance testing and that where required a Residual Current Device (RCD) is in use. If the equipment is left at the premises, it must be stored safely as agreed with the premises manager, and only be used by those letting the premises.

## **11.0 Shared Events (e.g. academy and PTA)**

The good practice around sharing of information and the use of risk assessments should be used for these types of events.

## **12.0 Communication**

Those letting premises must ensure that arrangements for the use of the premises and access arrangements are communicated to all those taking part and it is suggested that these are reviewed with all lettings regularly and at least annually.

## **13.0 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, accidents and incidents and any other issues which have arisen,
- review and update hazard exchange and risk assessment information.

## **14.0 Record Keeping**

All risk assessments and records of inspections should be retained in line with The Shaw Education Trust Retention Schedule.

This policy has been equality impact assessed and we believe in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality.



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