



St Leonard's Catholic Primary School, Silksworth

Lettings: Health & Safety

General

The Hirer confirms they have read, understood, and agree to comply with the Terms & Conditions of Hire

The Academy has informed the Hirer of the following:

Limits on accommodation and equipment (e.g. out of bounds areas)

Location of first aid box (if hirer not providing their own)

Location of toilets

The premises will be inspected after use and the hirer will be responsible for any damage incurred during the booking

The hirer will review the Asbestos Management Plan with the Site Supervisor in the event that any posters are to be affixed to the walls of the premises

Accidents

All accidents and near misses must be reported to the Academy.

Hirer has received a copy of the academy Accident Form

Hirer to confirm appropriate First Aid arrangements in place

Fire

The fire alarm is a loud continual sound, which is easily recognised.

On discovering a fire, the fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

Any sounding of an alarm (including false alarms) must be reported to the academy.

In the event of fire:

- Raise the alarm and call the fire services (999)
- Use the nearest fire exit to leave the building without stopping to collect belongings
- Close doors behind you
- Do not use any lifts
- Take all registers and once at the assembly point make sure that all participants and staff have been accounted for.
- Report any persons unaccounted for to the Fire Brigade
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and ensure it is reported promptly to the academy (and RIDDOR if legally reportable).

Confirm that you understand the basic fire precaution arrangements and procedures:

Hirer confirms that no smoking (including e-cigarettes) will take place on site, nor use of portable BBQs, fireworks etc

Location of fire alarm call points and how to use them

Location of fire exits

Location of fire assembly points

Location of fire extinguishers and fire-fighting equipment

Emergency contact numbers:

Site Supervisor/Caretaker: Name:

Mobile: