



Community Use of the School, Lettings & Charges Policy



Reviewed by governors: 7.3.26

Signed Chair of Governors:

Head Teacher: Elizabeth Hopewell

Next Review: Spring 2027

Vision Statement

We aim to create a safe, happy and nurturing environment for all our children!

Mission Statement

The Orchard School strives to provide the best quality teaching and learning with an inclusive and personalised curriculum, where all achievements are celebrated.

Introduction

The Orchard School has excellent facilities and learning environments. Some of these facilities are available to the wider community for use.

It is essential to ensure the safety of all staff and pupils when facilities are hired during the school day, and the safety of users hiring facilities.

Those hiring facilities must follow the guidance in Appendix C: *Conditions of Hiring of School Premises* regarding protection and maintenance of the equipment and furnishings.

The policy will outline:

- Facilities available for hire
- Conditions of hire
- Scale of charges
- Who is able to hire the facilities, and any concessions offered
- Letting procedures

Responsibilities

Governing Body

The governing body has overall responsibility for the use of the school premises.

The governing body, delegated to the Resources committee, takes into consideration:

- balancing the desire to generate income against the desire to support worthy groups within the community, including the children attending the school and their families.
- the criteria to be used when deciding which groups are to be allowed to use the premises, that is, benefit to the families of children attending the school, benefits to the community and the local authority, educational focus, charitable causes.
- taking a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- ensuring that use by any external organisations does not degrade the standards of the facilities to the extent they are no longer suitable for use by pupils
- the implications of all requests for hire received for the health, safety and safeguarding of pupils and staff.
- the implications for workload of staff of any decisions made about lettings.
- issues of political balance, should a situation arise.

School staff

- The School Admin Team arrange Lettings, following the procedures outlined in this policy.
- A member of The Site Team must be on duty on site during lettings, including out of school hours. This is in order to deal with any queries, concerns, or mishaps; and to close the site at the end of the letting if this is out of hours.

Safeguarding

Whilst welcoming visitors into school either during the school day or out of hours, safeguarding procedures remain of critical importance. Details are required on the Application Form (Appendix 4). These include:

- The provision of DBS enhanced clearances and photographic ID for school staff, non-school organisation members, and any volunteers.

- Those providing activities in school for children and / or vulnerable adults are required to provide a copy of their safeguarding policy or else adhere to the safeguarding policy and procedures of The Orchard School, a copy of which will be provided.
- It is advisable that the leader running any out of hours groups have an equivalent of level 3 safeguarding training, and all staff involved have level 1 or equivalent safeguarding training.
- Double doors can be closed to prevent access to parts of the school where there may be children or to prevent visitors from wandering around the building.

General information about Lettings

Opening Hours

When facilities are in use out of normal school hours a site manager must always be on duty to supervise the letting and to deal with any mishaps, queries or concerns.

Facilities may normally be hired up to 6:15 pm on weekdays Monday –Friday

Rooms & Facilities Available for Letting and Relevant Hirers

- Swimming pool and Changing rooms
- Conference facilities – The Atkins room

Supply of Chairs and Tables

There will be no separate charge for chairs and tables, which are currently available within the facilities to be hired.

Toilets

Toilets are made available to those hiring facilities in the area of the school hired.

Car park

This is available for whoever is hiring the facilities.

Use of School Kitchens

The hire of the school kitchen is not permitted.

Lettings of the facilities to families or outside agencies during the school day

The only areas of the school which will normally be let during the course of the school day will be the conference facilities for outside agencies; and the parents' room available for families. Normal hire procedures will be adhered to.

Lettings of the facilities partly or solely out of school hours

Following a request for the hire of school premises either partly or solely out of school hours the following procedures will be adhered to.

Letting Procedures

See Appendices A-D for additional details

1. All potential hirers of the facilities will receive information regarding:
 - A. Scale of Charges (Appendix A)
 - B. Details of Concessions (Appendix B)

- C. Conditions of Hire (Appendix C)
 - D. Application Form (Appendix D)
 - E. Swimming Pool Conditions of Hire for outside Organisations /Groups (Appendix E
 - If applicable)
2. The Application Form for Lettings, Appendix D, must be completed and signed by the appropriate person in the organisation for lettings which extend or solely take place out of school hours. The normal period to process each application is at least 21 calendar days (not including school holidays) but the governing body recognises that in certain circumstances, at its discretion, a shorter period is acceptable.
- It should be noted that when an application is received from an outside business those signing the application must be an authorised representative of the company. Where a club is making an application for hire any member of the club committee can sign the application if the committee has agreed permission.
 - Where the school itself is hiring the premises for an out of hours event all the relevant forms should be completed by the person responsible for organising the event and all procedures should be followed.
3. Following receipt of the application form the head teacher or their representative will either agree or decline the application.

Charging for Lettings

Unless otherwise agreed by the governing body, all lettings will be charged in advance and no permits will be issued for lettings without advance payment. All hiring fees must normally be paid at least one week before the date of the letting.

Invoicing for lettings is completed on a monthly basis unless a late booking is received and an invoice needs to be produced quickly.

The calculation for lettings will include:

- Charges for accommodation including the different types of accommodation used
- Other charges e.g. sessional charge
- Concession rates where applicable (See Appendix B)
- Charge per letting or series of lettings
- Any additional charges to cover the cost of cleaning, key holders or out of hours payment for staff
- Any VAT which needs to be charged
- Details of payment instructions

No booking is confirmed until a purchase order has been received.

VAT

The school will not normally agree to lettings which involve implications for the payment of VAT owing to the complexities involved. These mainly involve 'one off' lettings for sports.

However, VAT must always be charged to hirers where a catering service, organised by the school on behalf of the hirers, has forwarded to the school an invoice which includes VAT. Invoices to hirers must include a breakdown of charges showing the VAT element separately.

Payment by the school to the catering company will be made in full, including the VAT element. The school will then claim back from the LA the VAT element only at the end of each month with the school's VAT return.

This procedure will ensure that the responsibility for paying VAT lies with the catering company and not the school.

With regard to the hire of the pool, any long term hirer must be aware of these regulations regarding VAT, in particular that at least 10 sessions are booked in any one series.

Official Receipt

All income received for the letting of school premises must be acknowledged by the issue of an official computer-generated receipt.

The following information must be completed on the receipt:

- Date income received.
- Name of payer.
- Sum received in both words and figures
- Details of what the income relates to (it would suffice to quote the permit number that the payment relates to).
- Type of income cash/cheque/BACS
- All receipts should be signed by the officer issuing them in his/her own name on behalf of the school.

Recording of Income

Where payment for a letting of the school premises is received in full or in instalments the relevant details are recorded on the school's secure computer system by the Finance Assistant.

Alterations and Cancellations

Refunds are made via the office manager in the event of cancellation within the agreed time scale of the payment for the booking, that is, normally no later than one week prior to the event. The following information is included in the Conditions of Hire, Appendix C.

1. Notification of any cancellation or alteration of a hiring must be given by the hirer, in advance, to the school, as soon as possible prior to payment but no less than one week prior to the booking by which time payment will normally have been received.
2. Refunds made earlier than one week prior to the booking will incur a 5% administration charge. Cancellations by the hirer after payment has been made and less than one week prior to the booking will not normally be refunded.
3. Notification of any cancellation or alteration is one term for the hire of the pool and other long-term lettings. This applies to both the school and the hirer, with the exception of emergency situations.
4. The school reserves the right to refuse or cancel a letting or close the facility at its own discretion in which case any payments received will be refunded in full.
5. If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the cost of the food

and payment will be charged accordingly (See Appendix A). Cancellations for a Monday must be made by Thursday.

Additional hours claimed by the site manager, key holder or other members of school staff

Additional claims are made on the relevant overtime form available in school. All claims are made on the basis of normal pay rates plus entitlement to any additional payments (time & a half, double time) as agreed with the governing body.

Related Policies

Health and Safety Policy
Safeguarding Policy
Accessibility plan
Swimming Policy
Equal opportunities policy

Appendix A

Letting Charges for the Orchard School 2024/2025

Schedule of Charges

(All charges exclusive of VAT)

Type of Accommodation	Hourly Charge
Conference Facility – The Atkins Room (Daytime charge 9.00 am until 6.00 pm) Max. number 30 Includes use of plasma screen & flip charts.	£16.50 per hour Additional £1.65 per delegate per sessional break for light refreshments, if required. If catering from an outside supplier is organised by the school or from an outside provider by the hirer, a charge of £8.25 is charged for up to 10 delegates, £16.50 is charged for over 10 delegates, to cover service costs, in addition to the cost of catering.
Clinics - Room hire	£16.50 per hour
Long Term Office Room Hire	£6,000.00 per annum – (1 term notice period)
Heated Swimming Pool, Showers & Changing Rooms (4.00 pm – 6.15 pm Mon-Fri)	£41.80 per hour plus 30 minutes per session at £21.00 to account for the use of the changing rooms before and after the swimming session. Only available for qualified pool staff.

Light refreshments mean tea, coffee, cordial and water plus biscuits. If hirers wish to order more substantial refreshments this will be at an extra cost and will only normally be available during the course of the school day. The cost of these refreshments will be according to the items ordered. No concessions will be available on these and VAT may be chargeable.

If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the full cost of the food and payment will be charged accordingly. Cancellations for a Monday must be made on Thursday.

Concessionary Rates for the Use of School Premises from April 2024

Organisation

Charge Payable

Group 1

- All other hirers / organisations other than indicated below. Full Fee

Group 2

- Staff (for personal social activities) 75% Full Fee
- There may be discretionary daily rates and concessions for other groups offering experiences and activities for children who attend The Orchard School available obtainable only with the agreement of the Head Teacher and/or governing body.

Group 3

- The Orchard School Activities including social functions and meetings relating to the children Free
- After School and Holiday Play Schemes run by The Orchard School Free
- Parents are encouraged to make use of the Parents' Room free of charge when it is available.

Applications for Hire

1. Each application should normally be made in writing to the head teacher giving at least 21 days' notice for a weekday letting occurring outside school hours (not including school holidays). If a letting is required directly after a school holiday, an application must be submitted 21 days prior to the holiday. All hiring fees are invoiced by the school and paid in advance; admission to school is only on production of the official permit. All payments must normally be made one week before the date of the letting and admission to school premises will be granted only on production of the official permit and receipt for payment of fee.
2. A single application form is acceptable to cover a series of bookings of up to one term, subject to the availability of premises on the dates required, which should be clearly stated. Contact details must be clearly indicated. Payments for a series of lettings must be made monthly in advance.
3. It is the responsibility of hirers to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required.

Alterations and Cancellations

1. Notification of any cancellation or alteration of a hiring must be given by the hirer, in advance, to the school, as soon as possible prior to payment but no less than one week prior to the booking by which time payment will normally have been received. Refunds made earlier than one week prior to the booking will incur a 5% administration charge. Cancellations by the hirer after payment has been made and less than one week prior to the booking will not normally be refunded.
2. Notification of any cancellation or alteration is one term for the hire of the pool and other long-term lettings. This applies to both the school and the hirer, with the exception of emergency situations.
3. The school reserves the right to refuse or cancel a letting or close the facility at its own discretion in which case any payments received will be refunded in full.
4. If food from an external provider is ordered and the letting is cancelled by the hirer less than 48 hours before the letting, the hirer shall be responsible for the cost of the food and payment will be charged accordingly (See Appendix A). Cancellations for a Monday need to be made by Thursday.

Use of Premises, Equipment and Furnishings

1. Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
2. Furniture may be moved, however it must be moved back to its original place after the letting has finished.
3. Toilet facilities are available to persons hiring the school premises at no extra charge.

4. With regard to the use of the showers and toilets in the swimming pool area, normal facilities such as hand washing items are included in the hire but not towels, nappies, wipes, shower gels and shampoos nor items stored in changing and shower facilities belonging to school staff and to children who attend the school. We request that shower heads are handled with care and are placed in the holders after use.
5. Parking facilities are at owner's risk and are free of charge.
6. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards unless specifically agreed by the school, for example, when items are stored by the school for regular bookings.
7. The Council prohibits:
 - (a) The use on floors of any matter, such as polishes, chalk;
 - (b) Any gambling on school premises with the exception of licensed raffles organised by the school;
 - (c) Screws or nails or similar articles being driven into any part of the local authorities property;
 - (d) The sale or consumption of intoxicants otherwise than as authorised in writing by the local authority, in which case it shall be the responsibility of the hirer to satisfy the requirements of the licensing laws;
 - (e) Loitering at the entrances to schools, corridors or playgrounds;
 - (f) Smoking in all local authority buildings including this school and also within the school grounds.
8. The number of persons admitted to the premise must not exceed the number that area can properly accommodate.
9. The hirer is responsible for ensuring that activities do not restrict use of passages / exits.

Wi-Fi Access

To comply with the DfE's Digital and Technology Standards on Cyber Security and Filtering and Monitoring, there will not be a generic Wi-Fi password for guest users. A guest user is anyone who does not have an account on the Microsoft 365 system (i.e. not an Orchard staff member or Orchard pupil).

If Wi-Fi access is required, please inform us at the time of booking - in advance, so we can set up access for the letting period only.

Damage and Breakages

The Council grant facilities for the public use of school premises on the express condition that those responsible for hiring the room / facilities will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred. All breakages and damage must be reported to the site team, Head Teacher or office staff. The persons responsible for the conduct of the meetings, swimming sessions or other functions must take precautionary measures at every event to avoid damage to school property.

- a. Stiletto heels should not be worn in the hall and hirers should ensure that only soft soled footwear is worn.
- b. All hirers are expected to leave the premises in a clean and tidy state.

- c. Any damage arising from the hiring of school premises will be repaired by the school or local authority and charged against the party or person hiring the school premises in question. This applies equally to damage caused by children.

Health, Safety, Insurances and Licensing

1. Those responsible for hiring school premises must indemnify the local authority, that is, Sandwell Metropolitan Borough Council, from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.
2. Use of the car park is entirely at the own risk of the driver and passengers. The school cannot be held responsible for damage, accident or injury however caused. Taking vehicles onto or parking on grassed areas is strictly forbidden, only parking on hard surfaces is allowed within the car park itself. Parking on the bays by the main entrance is not allowed and should be kept clear – these are used in the event of the need for an ambulance or other essential vehicles when access by the school is required. No parking is allowed on the hard surface in front of the entrance to the school.
3. Hirers are responsible for obtaining their own insurances, including public liability insurance. The school will require copies of hirers' public liability insurance and DBS clearances for events involving children.
4. Groups or other organisations hiring the premises are expected to produce a safeguarding policy or else accept and adhere to the policy of the school, a copy of which will be provided for them. It is advisable that staff running out of hour's clubs undertake safeguarding training to at least level 1 or equivalent.
5. The school is not responsible for the quality and safety of food and drink brought into the premises by hirers.
6. A qualified life-saver must be present at the side of the pool throughout the whole period of hire of the swimming pool. Evidence of up to date life saving qualifications will be required. Legal liability should cover a minimum of £5 million. There is additional documentation regarding health and safety procedures for the pool to which the hirer must agree and adhere. See *"Swimming Pool Conditions of Hire" Appendix E*
7. Any equipment or materials which may constitute a danger to the hirer, or other persons or the premises may not be brought into the school (e.g. inflammable or toxic materials, substances or equipment). The school will not hire out facilities to fencing, air rifle and pistol clubs or any other clubs involving weapons.
8. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Exceptions may be made for the storage of small quantities of items used by regular bookings.
9. Electrical equipment brought into the school must not be used on the premises unless it has been PAT (Portable Appliance Testing) tested. This can be arranged through contacting the site manager.

10. The school will request to see and receive copies of relevant certificates for sports activities of any kind.
11. Hirers should report any suspicious incidents to the police immediately.
12. Hirers should report any safeguarding incidents
13. Admission shall be given to representatives of the local authority, or any representative of the police, ambulance or the fire service at any time during which the premises are open, provided clear identification is presented to the site manager or receptionist on duty.
14. The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, exits, etc.
15. Admission during the period of hire should be given to any representative of the local authority, police, fire service or members of the governing body.
- 16. On entering the building the hirer must examine the fire regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.**
- 17. The hirer is responsible for informing all delegates or attendees of the fire procedures and fire assembly point.**

FIRE SAFETY ADVICE THE ORCHARD SCHOOL

When entering the school make sure you sign in and sign out. This creates a register which will be used if there is a fire or a fire drill to account for you and your safety.

Familiarise yourself with the premises and the site plan which you will see is divided into zones with clearly marked fire exits and the assembly points 1 & 2.

Be aware of **Fire Assembly Point 1** which is located next to the sensory garden. **Fire Assembly Point 2** is located in the far corner of the front car park. This assembly point is only used for 'out of school hours' fires and fire drills.

Wherever you are posted around school make sure you are aware of your nearest fire escape routes which are clearly marked with signage around school.

Actions if you discover a fire

Do not tackle the fire! (Only do so if you have received training to tackle a small fire and it is safe to do so). You should immediately raise the alarm using the nearest break glass or key operated fire call point.

During school hours, you will then be directed via tannoy to relocate to the adjoining zone to a place of relative safety or evacuate if that is not possible. The alarm at this point will be intermittent in the adjoining zone.

Having relocated to an adjoining zone you may still be required to evacuate if the alarm is escalated to full evacuation. Full evacuation will be identified via tannoy and the alarm sound will become constant throughout school.

At this point everyone should make towards **Assembly point 1 (Sensory Garden)**. Anyone evacuating from the front of the building should make their way to **Assembly Point 1** via the early years playgrounds or the gates by the dining room.

The building will be trawled / swept by trained Fire Marshalls to ensure all pupils and staff have evacuated the building.

No one to re-enter the building until told safe to do so by the fire safety officer or Site Manager.

OUT OF SCHOOL HOURS –Fires & Fire Drills

Out of School Hours fire drills are always treated as a full evacuation and Assembly Point 2 is used as a place of safety.

Hirers must observe the regulations set out above.

Agreement and acceptance to the above conditions of hire:-

Signed by the hirer: -

Date:-

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**Application for Hire of Education
Premises LETT2
Page 1 of 3**

Name of Establishment/ Organisation: **THE ORCHARD SCHOOL**

Full Name and Address of Hirer

Email Address:

Daytime
Telephone No:

Mobile Telephone
No:

Purpose of Letting:

Date(s) of Use:

List ALL dates

Times:

Accommodation Required – please telephone the school to check availability prior to sending in your application. Please note that all bookings require authorisation from the Head Teacher before going ahead.

	Number of occupants
Atkins Room (Conference)	
Swimming Pool/Hydro Pool Showers/Changing rooms	
Clinic Room Hire	
Long Term Office Hire	

Toilets are provided free of charge.

In consideration of this application being granted I agree to pay The Orchard School on demand hiring fees in accordance with the scale of charges and regulations for Hire of School Premises, a copy of which has been supplied to me, and I undertake to comply with the said regulations. I also agree to pay The Orchard School the amount of any damage which may be occasioned to the property and to indemnify them from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequence of or arising out of the use of the said accommodations a result of this application. I am over 18 years of age.

I certify that all adults working with children or vulnerable adults have had the necessary enhanced DBS checks as per the certificate numbers provided below:-

Name of Organiser		DBS Certificate No. and Date of Issue	

Age range of those attending:		Max No:	
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- I certify that I have read, understood and will comply with the school's lettings policy.
 - I certify that I have read, understood and will comply with the school's fire emergency plan
 - In the event of hiring the swimming pool/hydro I certify that I have read, understand and comply with the schools swimming pool procedures and emergency action plan.
- I confirm that I have Legal liability cover for a minimum of £5 million

All of the above policies are available on the school website.

Safeguarding

- I have read and understand the school's safeguarding policy and procedures including the use of mobile phones
- I have provided a copy of our (external providers) safeguarding policy and procedures which outlines who the DSL and Deputy is and procedures for allegations made against a member of staff and the DSL or deputy remains on site for the duration the children are present.
- I confirm that the designated lead adult has had appropriate Safeguarding training and understands how to make a referral to Sandwell's MASH team or Designated Safeguarding Lead.
- I confirm that all staff have an enhanced DBS and that reference and identify checks as part of the Safer Recruitment Process.
- I confirm that all staff have completed their Level 1 safeguarding training
- I have provided a copy of our own risk assessment for all activities undertaken at school premises and ensure a first aider is present.

(in addition – if applicable)

Hire of the Pool

- I can confirm the swimming teacher and pool side staff are appropriately trained.

Please read the above details carefully before signing below and submitting the documents as outlined above prior to booking.

Signed:

Date:

Position in Organisation:

Signature of Witness:

Name and Address of Witness:

***This form should be returned to The Orchard School – FAO Deanna Jackson
deanna.jackson@orchard.sandwell.sch.uk***

For Office Use

Authorised Headteacher:

Accepted Site Manager:

Notes of Guidance for Signatory

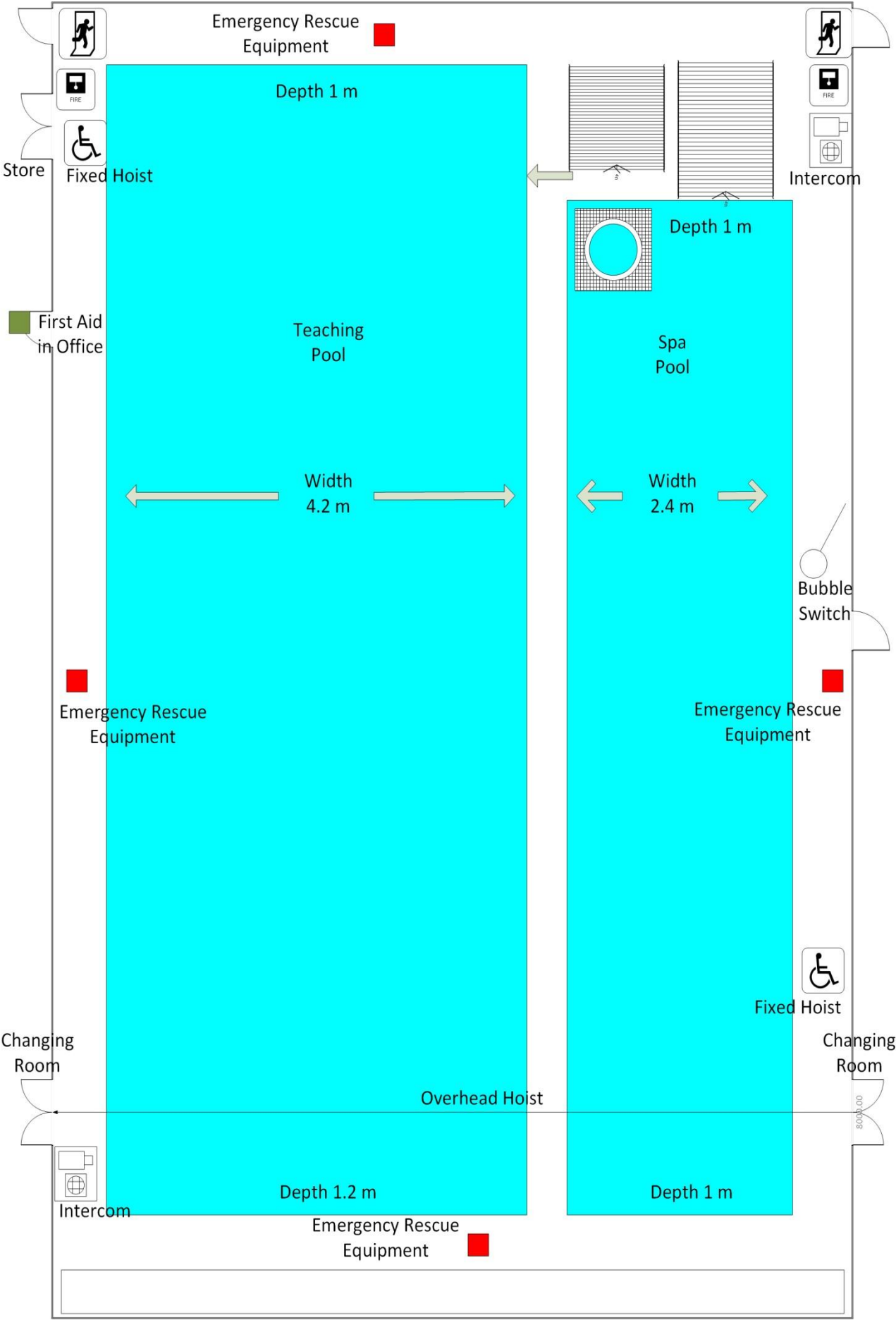
1. Only a Director can legally bind an incorporated company unless the company has by resolution appointed any other person, in which case a copy of the resolution should be attached.
2. Where a firm is run in partnership the signature of all the partners are required.
3. A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution the signature of all the committee members are required.

Swimming Pool Conditions of Hire for outside Organisations /Groups

Only the large pool is available for hire.

1. The hirer must designate a representative who will be in charge of the group; this person must be present in the pool area at all times throughout the hire period.
2. The hirer must inform the school on numbers participating and their level of swimming skills. (Max 18 normally for our pool dimensions)
3. At least 1 qualified lifeguard must be present at all times throughout the hire. The hirer should present the Lifeguard's qualifications to the school before hire will be approved.
4. The hirer will sign to state that they have read and understood the Swimming Pool Normal Operating procedures and Emergency Procedures noted below before the hire will be approved.
5. The person in charge of the group should have access to a mobile phone so that they can contact the emergency services if needed. (The Poolside phone can be used to get outside line in an emergency)
6. In the event of an emergency:
 - i) an emergency arising from activities for the group using the pool; the hirer is responsible for following the emergency procedures outlined in the operating procedures below. The responsible person must ensure that they notify the site manager.
 - ii) other emergencies (e.g. power failure); the hirer must ensure that all users exit the pool to an area of safety, as per the Emergency procedures, and inform the Site manager, who will deal with the issue and keep the hirer updated.
7. The hirer must ensure that they have briefed their staff (lifeguards in particular), volunteers, users, as appropriate on the operating procedures, and ensure that the procedures are followed at all times. The school may carry out periodic checks to ensure that the procedures are being followed; these will be without notice to the hirer.
8. The hirer must ensure that they have carried out specific risk assessments with regards to the needs of their swimmers.
9. The hirer must ensure that the following behaviour is enforced at all times during the session:
 - Swimmers should not consume any food immediately before swimming.
 - Swimmers must shower before entering and when exiting the pool.
 - No outdoor footwear is allowed poolside; shoe covers are provided in the changing rooms.
 - No smoking in pool area or changing rooms.
 - No eating, chewing gum or sweets.
 - No running.
 - No diving.
 - No plasters to be worn in the pool.
 - To prevent any water contamination, swimmers who have contagious infections must not enter the water.
 - Jewellery should be removed before any swimmer enters the water.
9. The hirer must ensure that the pool area remains clear of obstructions and equipment.
10. Any spectators must be seated in the corridor outside the pool
11. The hirer must notify the site manager when the session is finished so that he can close the pool cover and close the site when the group had left.
11. The hirer must ensure that they notify the school as soon as possible of any concerns regarding the swimming pool and the pool areas.

The Orchard School Pool Operating Procedures



Swimming teacher / Lifeguard / Pool Safety Award holder / duties

1. Ensure the safety of children and staff during the lesson.
2. Ensure the safety of all visitors to The School when in the pool and changing areas.
3. Affect a rescue and call for assistance/first Aid in the event of any accident occurring and report any such incident to the school as soon as possible after the incident, filling in an appropriate incident report form
4. Ensure all incidents are avoided by early intervention in potential risk situation.
5. NEVER leave the pool unattended.
6. Be aware of the position of all safety equipment check every day for damage. If used check the equipment is in working order after use.
7. Be aware of all emergency exits.
8. Be conversant with the pool's Normal Operating Procedures and Emergency Action Plans.
9. Set out and put away equipment at the start and end of a lesson.
10. Co-operate with and communicate well with other members of staff during lesson times.
11. Direct spotters to observe all points in the pool and hazard areas.
12. Complete risk assessments for individual pool users if necessary and note procedures to be used in case of an emergency detected by the teacher or spotters.
13. Ensure there is always be a lifeguard or Pool Safety Award holder poolside whilst pool is being used.
14. Ensure swimming pool staff are trained on a regular basis to keep up to date with any changes to do with spotting and use of the hoist.
15. Direct staff/children within the pool area.

Spotter duties

1. The designated spotter must watch the children and staff in the water at all times.
2. No personal mobile phones are allowed in the changing room or poolside.
3. The Spotter **MUST NOT** leave the poolside under any circumstance.
4. The spotter is to watch for any signs of a child in distress, appearing to be ill, any signs of a seizure, losing their swimming armbands/ aids.
5. The spotter is to watch for any incidents, which could endanger the child or staff.
6. The spotter is to scan the surface and the bottom of the pool at all times.
7. Ensure the safety of all children and staff within the class at all times.
8. Ensure each child is given appropriate support and close supervision.
9. The Spotter should walk around pool monitoring children and Swimming Teacher at all time.
10. Any concerns / queries must be referred to the swimming teacher.

Safety measures and signs

A copy of the normal and emergency operating procedures can be found in the swimming teacher's office and is also available on the pool side for staff to access. (the Swimming teacher's office is locked when the teacher is in the pool or not in the pool area.)

Spectators should observe from the corridor outside the pool, not at the poolside.

The following rules should be obeyed whilst in the pool area:

1. No Smoking
2. No Eating

3. No outdoor shoes, use shoe covers provided. Signs requesting appropriate footwear to be worn whilst poolside are on the doors of male and female changing areas.
4. Staff to wear appropriate clothing; no jewellery, long hair tied back.
5. Children, where needed, to be equipped with armbands when on poolside

Safety Signs within the Pool Environment

The following signs are situated around the pool and can be clearly seen:

- **No Diving** – this notice is displayed in the pool area in pictorial and written form.
- **No running** – this notice is displayed on the wall either side of the pools.
- **Deep End** - Clearly marked on both walls next to the pools
- **Shallow End** – clearly marked on the wall at the shallow end of the pool
- **Water Depth** – Clearly marked on both swimming pool walls.
- Signs requesting all swimmers to shower prior and entering /exiting the pool are clearly marked in the changing area near the showers.
- **Emergency signs:** - Fire exit, Evacuation Plan, Assembly Point First Aid Box and are clearly marked. The emergency evacuation plan is on the wall in both changing areas and on the poolside on the equipment cupboard door.

Safety Equipment

- These are two reaching poles situated either side of the pool or one throw bag situated on the window ledge by the swimming teachers Office.
- The main First Aid Box is wall mounted outside to the pool office with accident forms for outside users. A back up first Aid Box is situated in the swimming teacher's office.
- The emergency aid bag is on the pool side on the floor by the emergency exit clearly labelled.
- There is a Telephone point on the side of the pool situated by plant room door which can be used for emergency calls if needed, but it is expected that the person in charge will have a mobile phone for such calls.

Potential Risk Factors

1. The Pool itself: Water is Dangerous.
2. Having Staff/ Children /Parents on the poolside. If not supervised they can cause a distraction to the lifeguard/spotter or a danger to themselves. They risk falling into the pool, falling or slipping on the poolside etc.
3. Male/Female changing rooms open onto the poolside, and at the deeper end of both pools.
4. Equipment left on the poolside: This may cause injury to staff /children.
5. Pool covers: children may be tempted to walk on them with a potential risk of injury.
6. Visibility may be affected by glare on the pool surface, making it difficult to see the pool floor.
7. Benches on the poolside: children could fall off them.
8. Pool bed /chairs: children falling/rolling off them onto the poolside or into the pool.
9. Pool hoist: risk of bumping into them, children playing with them.
10. Floor surfaces: Slippery at all times, dependable on the number of children who have been in and out of the pool.
11. Steps: care should be taken on the steps to avoid accidentally slipping. Manual instruction and support may be needed for some children. Children should hold onto the rails.

12. Risk of children putting limbs in between bar and wall of pool. Close supervision needed at all times.
13. Putting limbs into pool cover cavity and getting them caught or struck. Close supervision of children needed at all times.
14. Overhead hoist: supervision to ensure the child in the sling does not slip whilst moving along tracking. A member of staff must be with the child at all times.

Jewellery

Watches, earrings, rings, necklaces, and any other form of jewellery should be removed before entering the water. If for any circumstances they cannot be removed e.g. cultural reasons, then an assessment shall be made by the swimming teacher to determine whether it would be safe for the student to enter the pool.

If a child is wearing jewellery that can compromise their safety they will not be allowed to enter the water and other activities will have to be found for them to take part in.

Health and Hygiene

- Pool users should be encouraged to use toilet before entering the water and also after the session. They should shower before and after being in the pool, long hair should be tied back or a swimming cap worn.
- If children/staff have verrucae they should be treated on a daily basis and a verruca sock worn to prevent any contamination. If not managed in this way staff/children not to enter pool
- No plasters should be worn in the water.
- Swimming lessons should not take place within half hour of a child having a meal.
- To prevent any water contamination, bathers who have contagious infections should not enter the water. This includes infections like sickness and diarrhoea, cold sores, impetigo, conjunctivitis, ring worm, open sores, infected wounds or covid19 symptoms.

Other conditions that affect entering the pool are asthma, unstable diabetes, severe seizures and children on oxygen, or with an unsafe swallow. These children should have an individual risk assessment and will have a health assessment made each time before entering the water by the hiring organisation.

Action for Faecal Releases

In the event of release of a solid stool it should be retrieved quickly using a scoop and disposed of immediately. Disinfect the scoop ready for use again. If in any other respects the pool is operating normally, no further action is required.

If the stool is runny (diarrhoea) the pool should be cleared of bathers immediately. Use the scoop to dispose of solid stools, inform the site manager and close the pool immediately until treatment has been carried out. Closure is usually up to 24 hours or until it is safe to use.

If a child is known to have runny stools or they tend to release faeces in the water plastic pants should be worn underneath their swim wear before entering the water.

Risk Assessments

Where there is a specific risk to an individual child i.e. manual handling/behaviour/medical needs a risk assessment will be undertaken. (Also see Health and hygiene section above)

Safeguarding issues

Any safeguarding concerns should be reported immediately through standard Sandwell Child Protection procedures. The Headteacher should also be informed.

The hirer should ensure the matter is addressed and followed up as necessary.

Emergency Action Plans

Action to be taken if swimmer gets into difficulty

The poolside staff (lifeguard, swimming teacher, spotters) should avoid or substantially reduce the chance of a child getting into difficulties whilst in the water where possible. This requires the pool staff to use their training and experience to avoid incidents by early intervention.

Preventing the situation is the prime objective, but when an incident does occur, it is important that all staff know what action is to be taken.

By lifeguard

The following must be carried out immediately if it has been observed that a swimmer is in difficulty, whether a lifeguard is required to enter the pool or not.

1. Alert pool staff verbally that there is a problem, and you may need assistance.
2. Carry out the rescue procedure as per training, getting the child to the side of the pool as quickly and as safely as possible.
3. Carry out first aid procedures and assess whether emergency services are needed.
4. If an ambulance is required get someone to phone emergency services by mobile (or if necessary, phone by plant room)
5. As soon as the incident is over, complete appropriate report forms and give a copy to the school.

By other Staff

This procedure should be carried out immediately after the alarm has been raised.

1. Assess the situation. If the lifeguard in the water requires immediate assistance, this takes priority. The pool assistant(s) should have knowledge of lifesaving skills.
2. Clear the pool or bring the child to the side of the pool depending of the severity of the incident.
3. Whilst the pool is being cleared, assess whether or not an ambulance is required and designate someone to call the emergency services if necessary.
4. Assist in lifting the swimmer from the pool by hoist bed/ chair/or emergency lift, and in giving first aid as per training. Assess again if an ambulance is required and summon as above if needed. If not required, give further assistance and then continue to help supervise other children on the poolside until the incident is over.

Action to be taken in The Event of a Serious Injury in the Pool

By Lifeguard / swimming teacher

1. Assess the situation as per training and call for help.
2. Get the child out of the water as soon as possible and administer appropriate first aid.
3. Get someone to call for an ambulance if required.
4. Continue with first aid until the incident is resolved or emergency service arrives.
5. When incident is over, it is the responsibility of the swimming teacher to write a report of the incident for the organisation hiring the pool – a copy should be given to the school.

By Other Staff

1. On hearing the call about the incident clear the pool immediately.
2. Call an ambulance if required.
3. Assist with any first aid that is needed as per your training.
4. Take other children away from the incident and into changing rooms.
5. Ensure that no one goes into the pool whilst the incident is ongoing.
6. When the incident is dealt with, a report should be made by the swimming teacher and forwarded onto senior management.

Total Evacuation situations

The EMERGENCY EVACUATION BAG contains foil blankets towels and blue throwaway shoes (which must be put over bare feet if possible). It can be found on the poolside floor by the emergency exit and is clearly labelled. Members of staff in the pool area must take this out on evacuation.

Action to be Taken in the Event of Fire

- Any Fire related alarm activation would set off the whole school alarm to alert all occupants to immediately carry out evacuation procedure. to Assembly Point 2 (far end of the front car park)
- Any fire alarm that is activated by a lettings group would be investigated initially by the duty site manager to determine how to proceed.
- The Monitoring Service (Cougar) would carry out a call back to school to see if the alarm is genuine or not as the case may be and escalate to the Fire service as necessary.
- There is always a duty site manager on site during a letting who would deal with the fire at its inception and liaise with the Monitoring Service and Fire Service as and when necessary.
- There will be a report created for addition to the Fire Log Book.

In the pool

1. On hearing the fire alarm, the swimming teacher and staff must clear the pool of all swimmers.
2. The person in charge should nominate someone to open the fire exit doors and collect the emergency bag.
3. The person in charge should liaise with the site manager.
4. The person in charge should evacuate all members of the group through the fire doors and assemble on the far end of the car park where the register should be called.
5. The person in charge or a nominated person should sweep and check both male and female changing rooms.

In the Changing room

1. On hearing the fire alarm, the person in charge should ensure that anyone in the changing rooms is evacuated as above.

Action to be taken in the event of an escape of toxic gas

This procedure is written on the basis that the handling or mixing of chemicals can liberate relevant gases. Generally, these chemicals will be confined to the plant room or storeroom, but may leak onto the poolside.

Action to be taken by all staff

1. Upon discovering a release of toxic gas, clear the pool immediately and evacuate the area immediately as in the event of fire above.
2. Activate fire alarm and notify the site manager, who will investigate the incident.
3. In the event of Toxic gas release the emergency services MUST be called (the site manager will do this). It should be noted that Fire, Police, and Ambulance will respond to an emergency call involving the release of toxic gas and you should expect firemen to arrive wearing full breathing apparatus.
4. Prevent anyone re-entering the building until the emergency services say that it is safe to do so.

Technical failures

Lighting Failure

The following action is to be taken by all staff: -

1. Clear the pool immediately, instructing swimmers to leave the poolside.
2. Proceed into the changing area and stay there until all children/staff are out.
3. Make way out into corridor and complete a head count.
4. Call the site manager.

Lack of water clarity If the water is cloudy or has a milky appearance then the pool is to be closed and not opened until tests have taken place and the situation has been rectified – Site Manager to be informed immediately.

Structural failure If there is any sign of structural failure whilst the pool is in use, close immediately and follow procedure of emergency evacuation, also alerting management straight away

Window breakages If there is a window that is broken or cracked, clear area of bathers, staff and spectators immediately and close pool until all glass has been cleared and the window has been mended