

Hummersknott Academy



29.4 – Health and Safety Guidelines for Hirers Procedure

Adopted Date: February 2016

Review Date: February 2018

GUIDELINES FOR EVENING CLASSES AND HIRERS

SECURITY

- Access to the building must be via the main entrance
- The Hirer must know how many people are using the facility they have hired and if necessary take a register for evacuation purposes

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm
- Leave the building and go to the Fire assembly point on the 3G Pitch or if locked assemble to the right hand side where indicated by signage
- Dial 999 and report the fire

On hearing the fire bell (continuous ring):

- Leave the building at once by the nearest available exit
- Close all doors and windows as you leave
- Assemble in the fire assembly point
- Hirer to check the attendance register for their group
- Do not disperse
- Do not re-enter the building until instructed to do so by a member of staff or the fire service

FIRST AID:

- First aid kit is located in the Main Reception
- First aid for all but minor injuries must always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main Reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital, by dialling 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance
- Arrange for the ambulance to be met at the school MAIN GATE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the Main Reception
- Accident report forms are available from the Main Reception

PARKING:

- All cars are to be parked in the designated car park.
- Cars parked at the owner's risk.
- There is a strict max 10mph speed limit on Trust premises

SMOKING:

- Hummersknott Academy Trust does not permit smoking anywhere on the site

Please read, then sign and return the slip below

I have read and understand the information from Hummersknott Academy Trust for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name) _____