

## **HIRER'S INDUCTION**

### **1. Health and Safety**

#### **a) Equipment and Coaching**

The Hirer must specify the name and qualifications of the person taking responsibility for the proper use of the equipment and the coaching of members. It is the Hirer's responsibility to check that school equipment meets recognised safety standards prior to its use.

#### **b) Telephone**

Hirers may contact the Duty Caretaker by lifting the receiver to the phone situated in the PE Foyer and Drama Foyer. There is no public telephone near the School: Hirers are required to have access to a mobile phone as a term of their letting.

If you require the Emergency Services you are at:

Honywood Community Science School,  
Westfield Drive,  
Coggeshall,  
Essex **CO6 1PZ**

#### **c) First Aid**

There are NO First Aid Kits or First Aiders officially on site when the School is open in the evenings or at weekends. If a hirer thinks they will need access to first aid they must provide the equipment and trained personnel themselves.

#### **d) Fire Evacuation**

If the Fire Alarm should sound the hirer is responsible for ensuring that everyone involved in their activity leaves the building by the nearest fire exit and assemble at the assembly point.

#### ***Assembly Points:***

- *Between Swimming Pool and Gymnasium:* for Sports Halls, Drama Wing and Outdoor Courts/Pitches.
- *Canopy Adjacent to Science South Entrance:* for Community Building

Duty Caretaker will advise when it is safe to re-enter the building.

If you discover a fire immediately raise the warning by operating the nearest fire alarm. Call the Fire Services and exit the building immediately.

### **2. Safeguarding and Child Protection**

Hirers are reminded that School facilities may be used for a range of activities with users arriving and leaving at varying times. Hirers are responsible for the safeguarding of all young people for whom they are providing activities while those young people are on School premises. The Hirer is responsible for ensuring accurate registers are maintained for each activity session and that the Hirer, as the responsible adult, will remain on site until all children have been safely collected by their parents/carers. Additional time in the facility should be booked to ensure a safe environment is provided while the children await collection.

**HIRER'S INDUCTION – signed confirmation**

I confirm that I have been advised of emergency procedures as set out above in the event of fire and of my responsibility for first aid.

I confirm that I have understood the School's requirements as set out above in respect of safeguarding children and young people.

Signed: .....

Printed: .....

On behalf of: ..... Organisation

Date: .....