



## Coombe Academy Trust

### Health & Safety Induction checklist for school lettings

**COOMBE**  
preparing you  
for a world of  
opportunity

Before any letting can take place the Premises Manager and the applicant must meet and discuss the following points. This must involve a walk of the areas proposed for the lettings as well as the areas for access and emergency assembly:

Item	Guidance to Hirer	Additional notes for Hirer
Fire evacuation procedures	<p>If the fire alarm should sound the hirer is responsible for ensuring everyone involved in their activity leaves the building by the nearest fire exit and assemble at the assembly point.</p> <p>Site staff will advise when it is safe to re-enter the building.</p> <p>If you discover a fire immediately raise the warning by operating the nearest fire alarm. Call the fire brigade...</p>	<p>Nearest fire exit:</p> <p>Assembly point:</p> <p>Nearest fire alarm</p>
Annual fire drill (date to be decided)	The Premises Manager must plan a fire drill and record the date.	
First aid procedures	There are no first aid kits or first aiders officially on site during evening and weekend lettings. Hirers should provide the equipment and personnel themselves.	
Emergency telephone calls	The hirer should have a mobile phone available at all times in order to contact emergency services if	

	required. A land line is available in the caretaker's office.	
Accident, damage, spillages or incident reporting	Accidents should be reported immediately to the member of site staff on duty and followed up in writing to the school business manager within 24 hours	
Contact with site staff during the letting	<i>School premises manager to complete</i>	
Location of designated lavatories	<i>School premises manager to complete</i>	
Access to site	<i>School premises manager to complete</i>	
Reporting faults or complaints	If during your let, you encounter any faulty equipment /premises or you wish to make a complaint about standards of hygiene or cleanliness, please do so to the member of site staff on duty or by contacting the School Business Manager.	

I confirm that I have been advised of emergency procedures as set out above and am aware of my responsibilities in the event of a fire or if first aid is required.

Signed .....

Name .....

Date: .....

For and on behalf of

..... Organisation