



Fielding Primary School
Short-Term
Lettings Pack

2023-24



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Site Security, Entry & Exit procedures



- **Site:** Use Wyndham Road vehicle and/or pedestrian gate. A fob will be provided to open gate.
- **School House:** To access the house you will need to use a key and enter the following alarm code: _____.
- **Main Hall:** To access the hall you will need to use the fob provided and enter the following alarm code _____.
- **Sports Hall:** To access the hall you will need to use the fob provided and enter the following alarm code _____.
- **Field, Forest and Playground for parking:** These can be accessed through the silver gates at the end of the main driveway. A key will be provided.

To allow access for groups, or parties, the gates can be opened via the Main Hall/Sports Hall/School House video phone system. A demonstration will be shown when collecting your Lettings Pack from school. The gates must remain closed at all other times.

Leaving site

- Please make sure all doors and windows are closed
- Set alarm codes
- Lock door (school house)
- Close and lock silver gates
- The vehicle gates will open automatically as you exit

Please be aware that the whole site, both internal and external spaces, are monitored by CCTV.

Fire Evacuation plan

Please read and familiarise yourself with the site layout and evacuation plan included in this pack.

Please do not block the main drive way or car park entrance.

Equipment operating instructions: 'How to'...

The following operating systems will be demonstrated to you on collection of your Lettings Pack. Printed instructions will also be available.

- AV System (projector and screen) Main Hall
- Gate and alarm system
- Circular tables
- Ovens in School House

Emergency Contact Details



Your location is:

Fielding Primary School
Wyndham Road
Ealing
W13 9TE

Premises Team out of hours emergency contact details:

Jateen Patel	07956 491 355
Antonella Lieggi	07587 601 316



Fire & Emergency Evacuation Plan

All visitors must make sure that they familiarise themselves with the evacuation procedures for the particular room in which they are hiring. The hirer is responsible for the safety of all in attendance at the time of the alarm.

Evacuation Plan

A copy of the evacuation plan is posted on the internal wall of each room close to the light switch and at the main exit point of other areas.

The signal for evacuation is a continuous sounding of the fire alarm

- Anyone discovering fire or smoke should raise the alarm by 'breaking' the glass at the nearest alarm point.
- Do not investigate
- Dial 999 to call the Fire Brigade.
- Inform a member of the Premises team.
- Do not re-enter the premises.

Evacuation Procedures

On hearing the alarm:

- Everyone on site, children and adults, must leave by the nearest exit.
- Visitors must walk to the muster point.
- The person in charge should complete a head count and liaise with the Fire Brigade.
- Adults should use their judgment to take responsibility for organising any group of unattended children.

Evacuation Points

School house	Via rear exit, through garden gate
Main Hall	Via rear fire doors, though silver gates
Sports Hall	Via front fire doors, down the front path though silver gates.

Lettings Agreement



The health & safety and safeguarding of those present is the responsibility of those 'in charge' of a let, not of the Head Teacher and/or Governing Body of the school.

Hirer to complete:

- I undertake and agree with the Governing Body of Fielding Primary School to perform and observe the regulations and conditions set out in the school's Lettings Policy.
- I agree to indemnify the Governing body of Fielding Primary School & Ealing Council from and against all loss, damage, costs, claims, demands, expenses or charges which the School or Council may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto and pay the School or Council on demand all such sums as may be payable by reason of indemnity.
- I confirm that I am over 21 years of age.
- If I have hired a third party organisation that all relevant safeguarding checks have been completed.
- I will adhere to the no alcohol/no smoking policy on site.
- I confirm that I have received a Lettings Pack, including details of site security and an entry fob.

Hirer to complete:

Name:	
Telephone:	
Address:	
Signature:	
Date:	

School to complete:

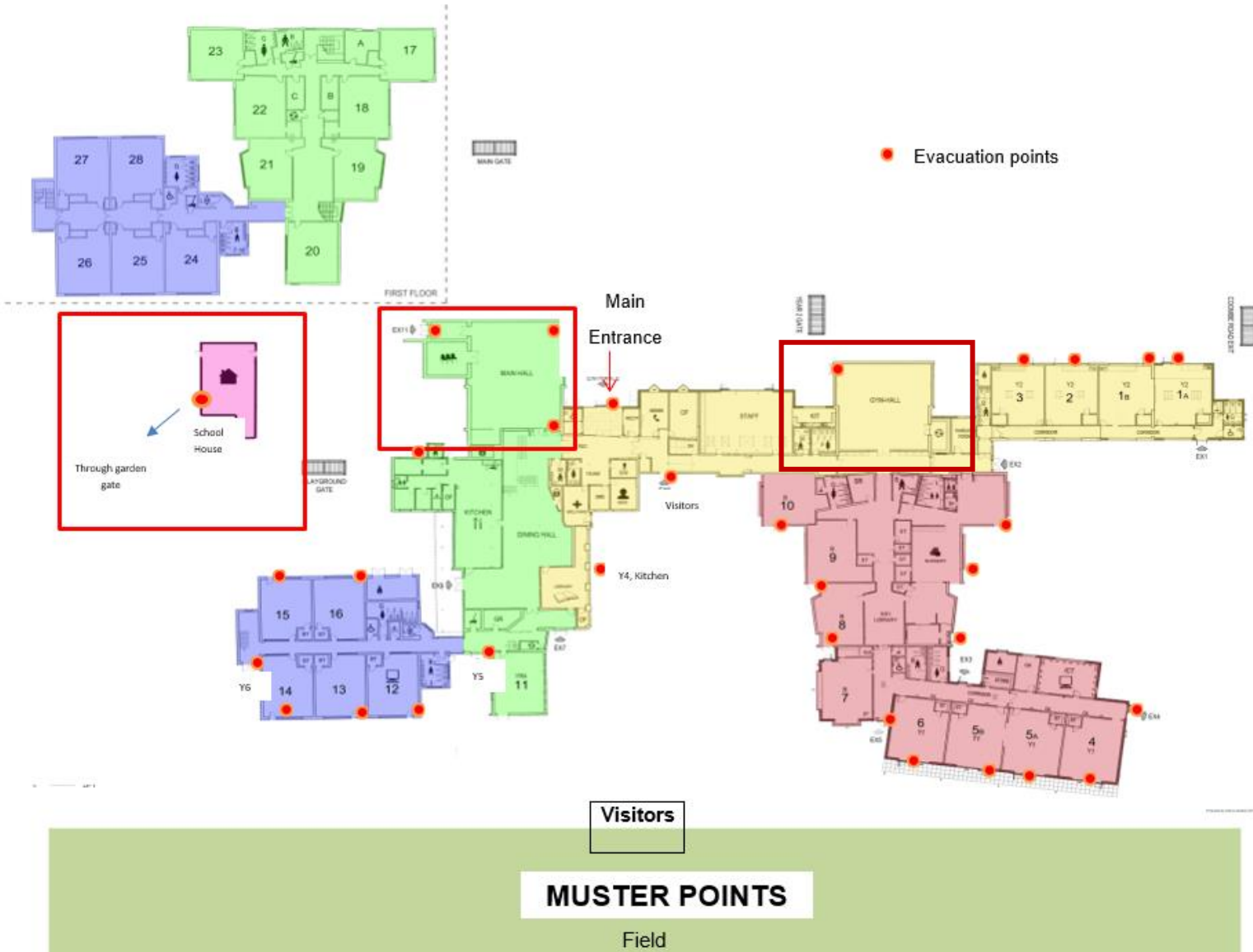
Staff member:	
Deposit received: State cash/card	
Key/fob provided:	
Signature:	
Date:	

Return Form

**On return:**

Premises checked:	
Deposit returned:	
School – signature:	
Hirer – signature:	
Date:	

Muster and Evacuation Points





Venue Hire Evaluation Form

Please return with the keys when you collect your deposit.

Name: Date of Hire:

Venue(s) hired:

1. How likely you to recommend Fielding's venue hire to a friend? 0 (Not at all) to 10 (Highly likely)

.....

2. What was the best thing about our venue hire?

.....

3. What would you most like to change or improve?

.....

4. Any damages, issues or faults?

.....

5. Any other comments

.....

Signed: Date:

Thank you for providing your feedback.

www.fieldingprimary.com/venue-hire