



Shared Premises Policy

It is important to remember that we are guests in the school. The staff and children are the 'main users.'

We must respect the premises, be aware of the rules of the school and liaise with the staff, respecting their requirements as well as our own.

In the case of an emergency

The Head Teacher or Caretaker should be the first point of contact and the Manager must keep contact details for both. During term time it is expected that the staff will make daily contact with the Caretaker so that they can be made aware of any problems which may affect the club e.g. heating problems.

If an adequate temperature is not available during Club times then the Caretaker **MUST** be informed. Should the heating fail and the school is closed because temporary heating is not available then parents **MUST** be informed immediately. Ryan Robertson must also be informed. During the Holiday Club, if it is possible to alter the weeks plan and take the children out on a visit which had been organised for another day, then this might be a suitable alternative which can be discussed with parents. If alternative premises are available, then once again this is something which can be discussed with parents. **BUT** Ryan Robertson MD **MUST BE INFORMED** as it is he who must make the final decision.

Maintenance work

This is the responsibility of the school, however if a problem is noticed by the staff or by the children it should be brought to the attention of the Head Teacher or Caretaker. A dated note should be made of this and should be followed up by the Manager if it is felt that the problem might be a hazard for the children or the staff.

Planning Permission and associated Health and Safety Regulations - this is the responsibility of the school.

Legionella Risk Assessment and Action - this is the responsibility of the school.

Asbestos Risk Assessment - this is the responsibility of the school

Fire Safety - It is the responsibility of the school to maintain all fire fighting equipment, fire exit doors, emergency lighting and fire safety notices.

It is important to note that fire exits should be kept closed at all times BUT **they must not be locked.** In liaison with the Caretaker the Manager should organise fire alarm tests and drills at least once each term and once during the Holiday Club. These should be organised with prior warning to the staff. However at least twice a year fire drills should be carried out with no prior warning. A Fire Log must be maintained.

Reviewed April 2019