

Responsibility of all Hirers

- All Hirers are expected to:
 1. familiarise themselves with the Health and Safety Policy at The Wren School (as publicised on the school website);
 2. take full and reasonable care of their own health and safety, and that of any other persons who may be affected by their acts or omissions at work;
 3. follow agreed working practices and safety procedures;
 4. report immediately any accident, near miss, incidents of violence, including verbal abuse or any hazard;
 5. after the letting, check that the premises have been left in a safe condition; and
 6. ensure H&S equipment is not misused or interfered with.
- The governors require hirers to conduct themselves, and to carry out their operations, in such a manner that all Statutory and Advisory safety requirements are met at all times.

First Aid

- In the event of an emergency, please contact your on-site administrator. If they cannot be contacted immediately, please use your judgement to call 999.
- Supplies of first aid materials will be held in reception.
- A record must be made of each occasion any person receives first aid treatment. Please inform your on-site administrator of the details, and they will update the Accident Record Book.

Out of Hours Advice and Guidance

- All hirers must:
 1. ensure that they sign in and out at reception; and
 2. be aware of the emergency evacuation procedures.
- A register of attendees must be completed at the start of each visit to site, and a paper version must be readily available at all times. This may be requested by the emergency services in the case of an evacuation.
- When using the telephones, no prefix is required for an outside line i.e. just dial 999.

I declare that I have read and understood the above information, and will undertake my responsibilities as the hirer accordingly.

Signed: _____ Dated: _____