

BLESSED THOMAS HOLFORD CATHOLIC COLLEGE

RESPONSIBILITIES AND INFORMATION FOR COMMUNITY GROUPS AND OUTSIDE PROVIDERS

1. Induction

The College will provide an induction, which will include a tour of the College area you will be using.

This document supports the induction and provides details of the arrangements in place for the building and your responsibilities. You are responsible for ensuring your staff are inducted and are made aware of the arrangements.

2. Accident Reporting

If a member of your staff, a service user or visitor has an accident whilst on College premises and the cause of the accident is in connection with any equipment provided by the College or is as a result of the environment, e.g. slipped on wet floor, damaged floor etc, you must report this as soon as possible, so that an accident form can be completed.

The Headteacher will carry out an accident investigation and (where necessary) remedial action will be taken to prevent a recurrence. Any records will be kept in line with the Data Protection Act.

3. Fire Safety and Evacuation Procedures

The College will inform you of the fire arrangements for the building, and will provide you with a copy of the fire evacuation procedure. You are responsible for:

- informing your staff, service users (including children where relevant) and visitors of the fire arrangements, and for ensuring their safe evacuation;
- (where required) for ensuring a personal emergency evacuation plan (PEEP) is drawn up for any staff or service users with a disability or special need who may require assistance to escape in the event of a fire and for ensuring this is tested in the course of fire drills. NB if the individual is already a child at the college, the college will already have one in place which can be used or adapted if necessary.

4. First Aid

You are responsible for providing first aid arrangements (including sufficient trained first aiders) and first aid equipment.

5. Safeguarding procedures

The College will inform you that it is the responsibility of any third party provider to carry out DBS and other checks on its staff with regards to safeguarding. (The College would not be able to carry out checks on staff it does not employ).

- When a third party hires the college premises outside college hours, the responsibility for ensuring that safeguarding measures are in place rests with the third party provider rather than the college.
- It would be the third party's responsibility to carry out checks.
- If the college believes there would be the possibility of unaccompanied staff coming into contact with pupils at the college, the college would be justified in checking with the third party that it had carried out the relevant checks on staff (DBS/Enhanced Disclosure check).
- The third parties, have to agree with the safeguarding standards and colleges can ask to see DBS check certificates for relevant staff, or simply ask the third party for written confirmation that checks have been carried out.

6. Welfare Arrangements and General Housekeeping

The College will provide you with details of the location of toilets, drinking facilities etc. You are responsible for ensuring:

- you inform your staff, service users and visitors of the welfare arrangements and of the College's No Smoking Policy;
- kitchen and food areas are cleaned after use;
- any spillages are cleaned up immediately;
- rooms are left clean and tidy, and any furniture stored in its original location at the end of each session;
- all doors and exits remain clear;
- all lights are turned off, doors and windows are closed and locked.

7. Fault Reporting

You must report any faults or defects relating to the premises or college's equipment, e.g. faulty doors, windows, toilets etc to the Site Manager.

8. Risk Assessments

You are responsible for ensuring risk assessments are carried out of your activities, and for providing the College with any relevant information, that may affect the activities carried out on College premises or for other users of the building. The College will support you by providing any information required.

9. Equipment

If it is agreed you can use any of the College equipment then you must ensure that your staff receive any relevant instruction in its safe use.

Any devices that are in place to ensure the safety of persons, e.g. guards, should not be tampered with or removed.

10. Keyholding – The College will manage all access keyholding with site staff or a security company.

If you are provided with any key you must not pass the key to another person unless by agreement with the College. Any change to times must first be discussed and agreed with the College.

11. Emergency Contact

The College will provide you with emergency contact number for out of hours activities.

12. Other Arrangements

The College should include details of any other relevant arrangements for the building, such as door codes, restricted areas etc.

Name (please print)

Signature **Date**

Headteacher (please print)

Signature **Date**