



## **Wath Comprehensive School** A Language College

### **Lettings Guide**

As a letting or visitor at Wath Comprehensive School A Language College your health, safety and welfare is extremely important to us.

You may not be aware of the site and its hazards, therefore, we ask you to read the information below and be fully conversant with the Conditions for Hire that would have been sent to you. Always be aware of signage and notices on site relating to potential hazards and safety guidance.

Please ensure that you treat your safety and that of others with utmost importance and you are kindly requested to report all incidents, accidents or any potential hazards you may have discovered to the member of the caretaking / premises staff who is on duty or by email to **pshaw@wcs.rotherham.sch.uk** or **ldarby@wcs.rotherham.sch.uk** at the earliest opportunity.

You should be familiar with the School layout particularly the fire exits, call points and the fire assembly area. If you are unsure please ask the member of premises staff or reception staff on duty prior to the let commencing or the start of your visit. Please note that the Hirer is responsible for ensuring that all let participants are also familiar.

#### **Fire**

If you discover a fire you should activate the nearest red Fire Alarm Call Point, evacuate the building and alert the emergency services. Do not attempt to tackle the fire.

If you hear an alarm (a continuous 2 tone siren) please leave the area as quickly and calmly as possible, following the nearest marked fire escape route signs.

Do not attempt to collect your belongings as this will waste time.

You should then make your way to the following Assembly Point: On the tennis courts, or near the tennis court gate located between the main school site and PE block.

You should remain at the Assembly Point until given further instructions by the attending fire brigade or caretaker on duty.

#### **General Safety**

Please comply with any safety instructions, signs and Conditions for Hire provided to you.

If you see any unsafe practices, whilst on site please report them to any caretaking / premises staff on duty or by email to **pshaw@wcs.rotherham.sch.uk** or **ldarby@wcs.rotherham.sch.uk** at the earliest opportunity.

If you have an accident on site and have to administer first aid please inform the caretaking / premises staff.

Please report any suspicious packages to the member of the caretaking / premises staff.

Hirers are responsible for taking a register of all participants so in the event that the School has to be evacuated in an emergency all personnel can be accounted for.

We ask that you always act responsibly and with regard for others whilst you are here.

Please report any damage attributable to the let or noted by a let participant to the member of the caretaking / premises staff on duty or by email to **pshaw@wcs.rotherham.sch.uk** or **ldarby@wcs.rotherham.sch.uk** at the earliest opportunity.

Hirers are responsible for providing a suitably trained first aider and first aid equipment in accordance with the type of let that is being undertaken.

If an issue cannot be answered by the caretaking / premises staff please contact the Premises Manager (Phillip Shaw) daytime on **01709 760222** or via email to **pshaw@wcs.rotherham.sch.uk** or in an emergency on **07849 736455**.

Thank you for your co-operation.