



Lettings Policy

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1. Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the

actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Definition of a letting

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

3. Charges for a letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs"
- Cost of administration
- Cost of "wear and tear"
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

When the school is being used for election purposes a lettings request form will still need to be completed, but no charge will be made as PCC will reimburse the school with a token payment to cover the utility charges.

When a PCC organisation i.e. Youth Service require a period of hire to deliver their services, charges should only be made to cover the costs: electricity, gas, water and administration. A substantial profit should not be made when PCC are using the school's facilities.

The specific charge levied will be reviewed annually, during the spring term, by the Finance Committee for implementation from the beginning of the next financial year. Current charges will be provided in advance of any letting being agreed.

Category	Description	Examples	Charge to customer
A	<p>Designated usage</p> <p>Likely to be the largest group to use educational premises and grounds; this reflects the view that educational and community usage is the most valid extended utilisation of such premises</p>	<ul style="list-style-type: none"> School meetings (governors, PTA, staff) Curriculum related activities (plays, concerts) Fundraising activities for School funds Adult education programmes supported by the LA, partner voluntary organisations and the Further Education Funding Council Other local groups which the Governors consider fall into this category Use of premises by the Local Authority 	Rate to cover costs of providing the facilities
B	Private usage	Any other use not included above	Rate set out in policy

NB – School meetings (e.g. Governors, PTA, staff) and curriculum related activities (e.g. plays, concerts) will not be charged for all stakeholders within the School. However, the School reserves the right to levy a charge to other schools – this is discretionary.

Basic criteria:

- Day time lets to Category A may incur additional charges as determined by the School and may apply as deemed necessary
- Evening lets will incur a charge in line with the relevant Category whilst attempting to reduce this as much as is feasible. The School reserves the right to charge hirers at Category B rates as necessary to provide the service required
- Weekend hirers will be charged at a rate to cover all necessary overheads (including the presence of a member of the caretaking team if this is felt to be necessary).

Rates for caretaking provision are based wholly on the cost of providing such cover. These rates are set by the School in negotiation with rates laid down by Plymouth City Council and apply throughout the hiring process, as applicable. These are as follows:

Caretaking – Letting rates		
		With 'on-costs'
Monday – Friday	£15.31 per hour	£23.20
Saturday	£19.14 per hour	£29.00
Sundays and Bank Holidays	£19.14 per hour	£29.00
Nights (10.30pm – 6.00am)	£19.14 per hour	£29.00

Through this Lettings Policy the School has endeavoured to streamline lettings fees and the costings include the following (where applicable)

- Utilities costs (e.g., gas, electricity, water)
- Caretaking
- Cleaning
- Administration
- Wear and tear
- Use of specific equipment

LOCATION	CATEGORY A (£) Exc. VAT	CATEGORY A (£) Inc. VAT	CATEGORY B (£) Exc. VAT	CATEGORY B (£) Inc. VAT
Classrooms/Offices (average)	9.00	10.80	15.00	18.00
Meeting Rooms/Staffroom	9.00	10.80	15.00	18.00
Library	10.00	12.00	15.00	18.00
Foyer	10.00	12.00	25.00	30.00
Warm Water Pool	15.00	20.00	25.00	30.00
Sensory Room	10.00	12.00	15.00	18.00
Immersive Room	10.00	12.00	15.00	18.00
Soft Play	10.00	12.00	15.00	18.00
Sensory Den	10.00	12.00	15.00	18.00
Upper School Playground	15.00	20.00	25.00	30.00
Lower School Playground	10.00	12.00	15.00	18.00

Per hour unless otherwise stated and agreed.

Maximum capacity for spaces can be discussed by calling the school to discuss the areas you are considering letting.

4. VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). Where the letting is for a continuous period please refer to VAT manual. VAT is a complex area, and you are advised to refer to VAT manual or speak to Plymouth City Council Finance Team.

Sporting facilities charges – VAT

Sport facility letting charges are normally subject to VAT, but where certain criteria are satisfied, the hire charges can be treated as exempt.

VAT Regulations state that for a series of ten or more lettings to be exempt from VAT, the following conditions should be satisfied:

- Each period is in respect of the same activity carried on at the same place
- The interval between each period is not less than one day and not more than fourteen days
- The charge is payable by reference to the whole series and is evidenced by written agreement
- The facilities are letting to a school, club, association or an organisation representing affiliated clubs or constituent association.

When letting the general-purpose school hall for a sporting activity it will be exempt from VAT. VAT is only added when the facility being let is specifically for that sporting purpose

i.e. Swimming pool – being let for a swimming pool sporting activity.

On the letting of sports facilities for sports, the VAT exemption does not apply to commercial organisations.

5. Management and Administration of lettings

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of the Finance Committee, who is empowered to determine the issue on behalf of the Governing Body.

6. Safeguarding and child protection

The school is dedicated to ensuring the safety and wellbeing of all pupils at all times. In accordance with Section 175 of the Education Act 2002, the Governing Body is responsible for ensuring that effective safeguarding and child protection policies and procedures are in place.

When the school premises are hired to external organisations and there is any possibility that children or young people may be on site—whether during school hours, after-school clubs, extra-curricular activities, or at any time when pupils may reasonably be present—the Governing Body requires the following:

Safeguarding Responsibilities of the Hirer

- It is the hirer's responsibility to ensure that appropriate safeguarding measures are in place throughout the period of hire.
- The hirer must have current and appropriate safeguarding and child protection policies, and shall provide copies of these policies to the school upon request.
- Hirers must abide by all safeguarding requirements set by the school. Any failure to do so will result in immediate termination of the hire.

Vetting and DBS Checks

- Where hirer personnel (staff, volunteers, or helpers) will supervise or regularly work with children, the Governing Body requires written assurance that such individuals have undergone the appropriate level of Disclosure and Barring Service (DBS) checks and are deemed suitable for their role.
- This requirement applies whenever there is a reasonable likelihood of contact with pupils, including during regular school days, wrap-around care, or any overlapping use of the premises.

Safeguarding Incidents or Concerns

- Should any safeguarding concerns arise during the hire, the hirer must notify the school's Designated Safeguarding Lead (DSL) as soon as reasonably practicable.
- If the school receives an allegation concerning an individual or organisation using the premises to run activities for children, the school will follow its usual safeguarding procedures, including notification of the Local Authority Designated Officer (LADO).

Non-Compliance

- If written assurances are not provided, or if the Governing Body becomes aware that safeguarding arrangements are inadequate or not in place as agreed, the Governing Body reserves the right to:
 - Terminate the hire contract immediately,
 - Do so without financial liability to the school.
- The Governing Body also reserves the right to inspect the hirer's safeguarding and child protection policies and procedures at any time it deems necessary.

7. The Administrative Process

Organisations seeking to hire the school premises should approach the Headteacher (or other designated member of staff), who will identify their requirements and clarify the facilities available. A School Letting Request Agreement should be completed at this stage. The Governing Body has the right to refuse an

application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement.

The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body’s current scale of charges, all hire payments will be made before use.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the main school budget in order to offset the costs of services, staffing etc (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

8. Hiring the warm water pool

The warm water pool operates under enhanced health and safety protocols to ensure the safety of all hirers and users. Warm-water environments present specific risks, and it is essential that anyone hiring the pool fully understands these risks and follows all agreed procedures. This approach aligns with recognised guidance for swimming pool operators, including the HSE’s Managing Health and Safety in Swimming Pools (HSG179), which emphasises clear operator responsibility, robust supervision, and compliance with documented procedures.

The warm water pool will only be let to organisations or providers and not to individuals/public. All users must complete the Health Questionnaire and read the Risk Assessment included within this policy. Hirers must also complete a formal induction, during which they will be introduced to the warm water pool environment, emergency equipment, and operational procedures. They must also read both the Warm Water Pool Policy and the pool’s Emergency Action Plan (EAP), consistent with HSG179 requirements for operator-supplied safety information and clear emergency arrangements.

Hirers must then ensure that they put their own risk assessments and protocols in place. For example, a competent adult (aged 18 or above) must always supervise the pool as the designated spotter. This person must remain on poolside and maintain constant, active supervision throughout the session. This requirement reflects HSE and RLSS UK guidance on supervision, which stresses risk-based staffing approaches and clearly defined responsibilities for those overseeing pool users. Hirers must follow all school emergency procedures as displayed in the pool area and within the policy.

To maintain safe use in a warm-water environment, no more than four people may be in the pool at any time, and no user may remain in the pool for more than 20 minutes per session. These limits support safe bather loads and exposure times, in line with risk-assessed operational controls recommended in HSG179 and informed by warm-water pool-specific risk assessments.

A trained first aider must be present on site at all times during the hire. Ideally, the supervising spotter will hold a recognised first aid qualification. HSG179 highlights the importance of trained responders and appropriate emergency readiness for pool operations, especially where drowning or sudden illness may occur.

The hirer accepts full responsibility for ensuring all users are medically fit to enter the warm water pool and that appropriate supervision is provided at all times in accordance with this policy and the site-specific Risk

Assessment. In keeping with general lettings guidance and the risk-ownership principles recognised in HSG179, the school accepts no liability for pool use during lettings. Hirers must therefore ensure they hold appropriate public liability insurance prior to the session, their own procedures for safety in place, and provide evidence of cover as part of the booking process.

8. Terms And Conditions for The Hire of The School Premises

1. Definitions and Legal Status

1. **“Hirer”** means the person or entity named on the hire request form.
2. The signatory to the application shall be deemed the Hirer; where an organisation is named, both the signatory and organisation are jointly liable.
3. The Hirer occupies the agreed part(s) of the premises as a non-exclusive licensee. No tenancy or landlord–tenant relationship is created.
4. The school retains control, possession and management of the premises at all times, and the Hirer has no right to exclude the school.
5. This licence is governed and interpreted in accordance with the laws of England and Wales, and both parties agree that the courts of England and Wales shall have exclusive jurisdiction over any disputes.

2. Eligibility and Suitability

6. Lettings will not be granted to:
 - Anyone under 18
 - Organisations with unlawful or extremist backgrounds
7. Adults working with pupils must be appropriately qualified. Sports coaches must follow LA guidelines.
8. Where required, persons involved with the activity must undergo DBS checks prior to the hire.

3. Permitted Use

9. The Hirer shall use the premises only for the purpose stated on the hire request form.
10. Any additional use not agreed in writing will lead to immediate termination of the licence.
11. The Hirer shall not:
 - Sub-let the premises
 - Sub-licence any area of the premises
 - Conduct illegal or immoral activities
 - Undertake activities that could invalidate school insurance
12. The Hirer shall comply with all applicable laws and regulations related to its use of the premises.

4. Priority of Use

13. The Headteacher will determine priority where conflicting requests exist. School functions always take precedence.

5. Application Process

14. Applications must be submitted via the school’s hire request form (as per the policy appendix).

15. Approval is granted by the Finance Manager and Headteacher.
16. If approved, the school will provide:
 - Payment instructions
 - Emergency evacuation procedures
 - Relevant health and safety documentation
17. The Hirer must provide proof of public liability insurance before the booking can be confirmed.
18. The school may refuse applications at its absolute discretion, including reputational concerns.
19. The premises hire policy, hire request form and hire confirmation letter are incorporated into the licence.

6. Charges and Payments

20. The Hirer shall pay the full amount stipulated and may not set off amounts owed by the school.
21. Charges are reviewed annually and included in the Hire Agreement.
22. For occasional lettings, fees must be paid within 5 days of approval.
23. Long-term lettings may be permitted to pay in arrears at the governors' discretion.

7. Cancellations

24. School cancellations
 - The school may cancel with 28 days' notice.
 - Fees already paid will be refunded.
 - The school is not liable for any further losses.
 - Additional cancellation rights apply for Local or Parliamentary elections.
 - The school may require short notice cancellation should there be an health and safety reasons i.e. Warm Water Pool out of order.
25. Hirer cancellations
 - If cancelled with 7 days' notice, the fee will be refunded (minus any incurred costs).
 - If cancelled with less than 7 days' notice, the school may retain all fees.
26. If the Hirer breaches any term, the school may:
 - Terminate the licence immediately
 - Retain all fees already paid
 - Exercise any additional remedies available in law

8. Insurance, Damage and Indemnity

27. The Hirer must take out public liability insurance of at least £5 million with a reputable insurer approved by the school.
28. Insurance certificates must be provided at least 10 days before the hire start date.

29. One-off hirers may use:

- Their own insurance
- Council-arranged insurance at 10% of the hire charge

30. Council insurance does not cover bouncy castles unless the operator has appropriate cover.

31. The Hirer is liable for:

- Any damage to premises or equipment
- Loss or theft of school equipment
- Safe and appropriate use of equipment

32. The Hirer indemnifies the school against:

- a. Damage to the premises or property
- b. Third-party claims
- c. All losses, costs, fines and legal fees arising from breach or negligence

33. Except for liabilities that cannot be excluded by law (e.g., death or personal injury due to negligence), the school's maximum liability is limited to the total hire fee paid or payable.

9. Health and Safety Responsibilities

34. The Hirer is responsible for all health and safety matters during the hire period.

35. The Hirer must:

- Carry out any required risk assessments
- Observe maximum capacity limits
- Keep all exits and routes unobstructed
- Ensure adequate supervision, especially with children
- Familiarise themselves with fire alarms, equipment and evacuation routes
- Know the location of the nearest emergency telephone

36. In an emergency, all users must evacuate to:

- Upper School Playground
- Lower School Playground
- Car Park

37. The Hirer must have access to participants' emergency contact details.

38. The Hirer must read and be prepared to follow the emergency evacuation procedure.

39. At the end of hire, the Hirer must:

- Leave the premises clean, tidy and secure
- Ensure equipment is returned
- Switch off electrical equipment and unplug

- Report breakages or concerns
40. Cleaning obligations include cleaning own equipment; cleaning used areas; wiping surfaces; removing litter, etc.

10. Equipment, Furniture and Fittings

41. Furniture and fittings must not be removed, altered or damaged.
42. No drilling, nailing or fixing into the fabric of the building is permitted.
43. Additional furniture or equipment may be used only with prior consent and may incur additional charges.
44. School equipment may be used only if approved on the hire form, supervised by responsible adults, and returned safely.

11. Electrical Equipment

45. Any Hirer-supplied electrical equipment must:
- Comply with the L.A. code of practice
 - Have an up-to-date PAT test certificate
46. Intended electrical equipment must be declared in advance.

12. Site Facilities

47. Car parking may be used subject to availability.
48. Toilet facilities are included in the hire.
49. The school does not provide first aid supplies or staff; Hirers must provide their own.

13. Food, Drink and Alcohol

50. No food or drink may be prepared or consumed without Governing Body consent.
51. Alcohol may not be brought on site or sold without express written permission and any required licences.
52. The Hirer must obtain all relevant licences, including those relating to:
- Alcohol
 - Music, singing, dancing
 - Theatres Act requirements
 - Any third-party intellectual property use

14. Smoking and Footwear

53. The entire site (including outdoor areas) is non-smoking and non-vaping.
54. Stiletto or thin heels are not allowed. Footwear used outdoors must be cleaned before re-entry.

15. Advertising and Promotional Material

55. No signage, posters, banners or advertisements including social media may be displayed without prior written permission.

56. Any information distributed to participants or via the school must be approved by the Headteacher one week prior.

16. Right of Access and Security

57. Governors, the Headteacher or authorised representatives may access the premises at any time.

58. The school will arrange and pay for opening, closing and security supervision; costs are included in the hire charge.

59. Only named key holders may operate security systems. Keys may not be passed on.

17. End of Letting and Vacation of Premises

60. Premises must be vacated promptly at the end of the hire.

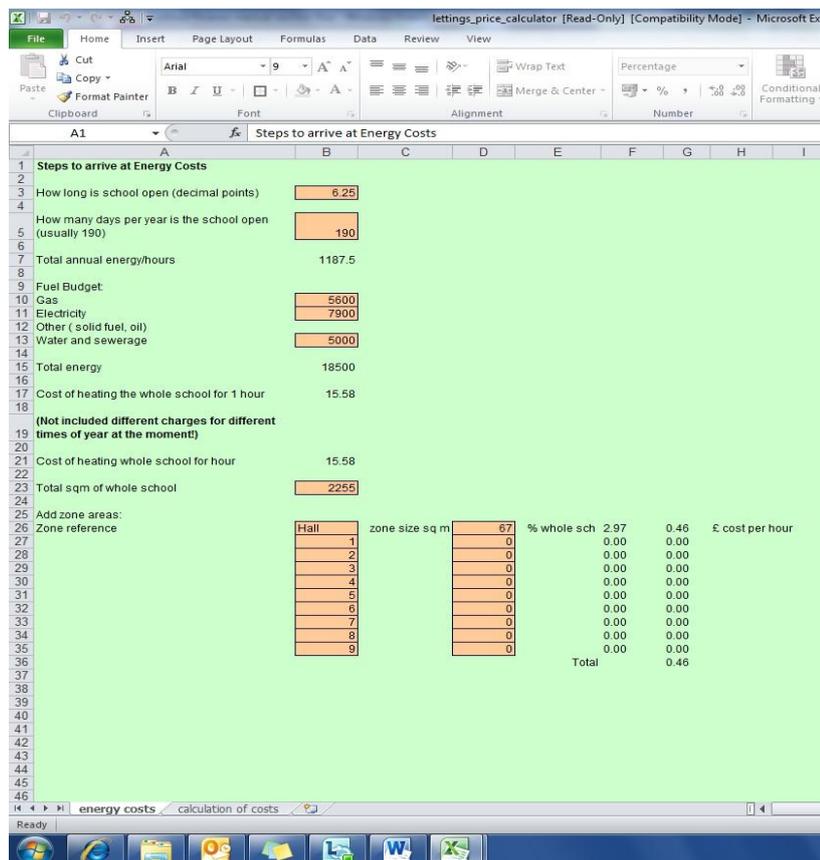
61. Children must be supervised until collected.

62. The Hirer must leave the premises in the condition in which it was found and remove all personal equipment.

9. Lettings Procedure

Lettings Calculator

The schools finance team has a letting charges calculator that will enable the school to calculate the breakeven costs involved in the letting of any room within the school. The calculator is in the format of an excel spreadsheet which requires completion with certain information to provide a unit cost. Please look at the following advice below:



Enter Relevant School Data into data boxes, including Energy budgets for the year, as well as the total floor area and relevant room sizes.

All lettings' records will be kept on a central spreadsheet detailing all information from the hire request, checks and income which will be presented to the Finance Committee at each meeting. A copy of the signed Hire Agreement will be kept as evidence of agreement. Copies of public liability cover also to be kept. If the hire is for a Bouncy Castle, the liability insurance will also be kept for this purpose. Any VAT required to be paid will also be recorded.

7. Monitoring arrangements

We will review and update this policy annually or when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the Finance Committee.

Appendix 1: School Letting - Initial Request Form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in this policy. If you have any questions, please contact Lauren McCabe, Finance, Premises and Data Manager.

Name of Applicant:			
Address:			
Telephone Number:			
Email address:			
Name of Organisation:			
Purpose/activity of organisation:			
Details of Premises Requested:			
Day of Week Requested:			
Start Time:		Finish Time:	
(please allow time for your preparation and clearing up)			
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks) and week beginning:			
Use of School Equipment (please specify):			
Additional equipment you will be providing yourself:			
Details of any Electrical Equipment to be brought:			
Maximum Number of Participants:			
Age Range of Participants:			
Number of Supervising Adults:			
Relevant Qualifications of Supervising Adults:			
Confirmation and details of the safeguarding and child protection arrangements you have in place:			

Where applicable have DBS checks (including DBS Children's Barring List checks, where necessary) been carried out?	
When?	
By Whom?	

The hirer agrees to provide the school with the name of individuals who are working with children during the hire; confirmation that DBS checks have been made for relevant individuals and clearance confirmed; and details of supervision arrangements in place for those who it is deemed not necessary to obtain a DBS check.

Dates during the year when the Facilities will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).

The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

I confirm that I am over 18 years of age, and that the information provided on this form is correct. By signing below, I agree to the terms and conditions set out in the school's lettings policy.

Sign		Date	
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Please return this form via email to finance@cannbridge.co.uk or to the school office at reception@cannbridge.co.uk. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.

Appendix 2: Template Letter for School

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is available on the [date(s) and time(s)] of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the terms and conditions outlined in our Lettings Policy.

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date].

We'll also require you to submit to us:

Proof of your public liability insurance

[Specify any other documents you'll require when someone hires the premises]

We've attached the following documents:

Details of emergency evacuation procedures in the event of a fire/similar emergency

[Specify any other documents you'll want to make sure the hirer is familiar with (e.g. health and safety policy)]

Please make sure you're familiar with these before the date of hire.

You can contact [named contact and details] with any questions about hiring the premises.

[You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues.]

Kind regards,

[staff member]

Appendix 4: School Floor Plan

Awaiting from designer

Appendix 5: Warm Water Pool Medical Checks

This medical form must be completed by those who will be entering the warm water pool waters. This form must be given to the school before use. Hirers should also keep a copy to refer to.

Warm Water Pool & Swimming		Yes	No	
I am able to swim unaided				
I require a swimming aid				
Details of any specialist aids/resources required:				
CONTRA-INDICATIONS		Yes	No	Comment
Unstable cardiac / heart conditions				
Incontinence (bowel or bladder - more than 2 hourly)				
Recent blood clot in lungs				
Skin or wound infection				
Advanced renal failure (systemic illness)				
Shortness of breath at rest				
PRECAUTIONS				
Cardiac / heart conditions				
Circulatory problems				
Pacemaker				
Respiratory problems				
Renal Disease				
Infections of bladder, skin or eyes				
Diabetes				
Immuno-compromised system				
Impaired temperature regulation				
Hypertension / hypotension				
Haemophilia				
Contagious viral condition				
Contagious fungus conditions				
Impaired vision? Contact lenses etc				
Impaired hearing? Grommets etc				
Tracheostomy				
Acute fear of water				
Poor integrity of skin				
Chlorine sensitivity				
Open wounds				
Other infections				
Epilepsy				
Recent radiotherapy (within 10 days of completion)				
Thyroid problems				
Low vital capacity				
<p>If you have said yes to any of the above, you will need to provide medical evidence that you are able to access the warm water pool. If any of the above change, please notify the hirer and school before any future use. By signing you confirm you have received a pool induction, have read the Warm Water Pool Policy, agree to the Risk Assessment and protocols that have been put in place to keep you safe.</p>				
Signed				
Full name				
Date				

Appendix 6: Warm Water Pool Risk Assessment

Assessor Name & Position

Shane Baker – Headteacher

Date of Assessment

07/02/2026

Work task, activity or area being assessed

Warm Water Pool

Before pool use, all hirers using the warm water pool must read and sign to say that they have read the policy, risk assessment and emergency action plan. The pool will not be let to individuals or general public. Hirers should ensure that they put their own risk assessments and processes in place.

Risk Assessment Form

What is the hazard/p possible hazardous event?	Who might be harmed?	How might people be harmed?	What existing risk controls measures are currently in place?	Risk Rating L x C = R		
				L	C	R
Pool user falling on wet steps/floor as they get in or out of the pool.	All users	Personal injuries such as bruises, cuts, sprains, fractures, or head trauma.	<ul style="list-style-type: none"> Adult at pool side (spotter) to supervising users getting into and out of the pool. The steps have a non-slip surface and handrails. The warm water pool room is cleaned daily during term times. During the holidays these spaces are monitored and kept tidy. All users and supervising adults should make themselves familiar with the displayed rules. When the floor is wet, a wet surface sign should be put out by the pool users stored in the lobby area. Pool users should use the floor squeegee to scrap away excess water towards the drain. The pool area is well lit. There must be a trained first aider on site during hiring. There is a first aid and eye wash kit available for use in the pool area and maintained by the schools Health & Care Assistant. There is an Emergency Action Plan and systems in place and visible. The steps and pool surround have a non-slip surface and sturdy handrails/grab bars near the pool's entry point to provide stability and support for users as they enter and exit the pool. The depth of the pool is displayed on posters highlighting the sudden drop in the pool heights. Warm water pool rules and safety poster displayed reminding users to use handrails. The pool is kept clean and tidy and free of debris. Pool users to promptly report any damaged surfaces or equipment that could pose a hazard to users to the school. 	2	3	6

Pool users drinking too much water whilst in the pool	All users	Water intoxication, which can lead to electrolyte imbalances, seizures, and in severe cases, brain swelling and death.	<ul style="list-style-type: none"> • Users should not drink the warm water pool water. • Where able, educate children and young people about the dangers of drinking pool water and encourage them to avoid doing so. • Users to stay hydrated by drinking water from designated drinking plastic bottles, rather than resorting to drinking pool water. • If users are unable to follow the rules they should be asked to leave the pool. • Daily checks are carried out to maintain proper water chemistry and filtration in the pool to ensure that the water is clean and safe for pool use. 	4	1	4
Pool users inhaling water/ choking on water	All users	Drowning, aspiration pneumonia, lung damage, and other respiratory complications.	<ul style="list-style-type: none"> • Users of the pool should be water competent. Users should assess their water confidence before entering the pool. • A responsible adult should be present to monitor pool users and help if someone is struggling or in distress (pool side spotter). • There is a reaching pole and in pool assistance for those in difficulty. • Rules are displayed in the pool area. The session should be ended if rules are not being followed or if it becomes unsafe. • Users should use appropriate swim aids, such as floatation devices or swim vests, for weaker swimmers to help keep them buoyant and reduce the likelihood of submersion incidents. • All first aid trained staff are CPR and rescue techniques trained so they can provide immediate assistance to individuals who inhale water or choke while in the pool. All sessions must have a first aid trained member of staff on site to respond in the emergency. 	3	2	6
Pool users banging self/ head on pool side	All users	Cuts, bruises, concussions, and in severe cases, head trauma or spinal injuries.	<ul style="list-style-type: none"> • Spotters monitor and supervise movements and provide clear instructions and support, intervening if necessary to prevent accidents invoking the emergency procedure as displayed. • The pool is enclosed on three sides by walls to reduce injuries falling out of the pool. • Warm water pool rules displayed particularly about the dangers of running or rough play near the poolside and encourage them to walk carefully and be mindful of their surroundings. The session should end if rules are not being followed or if it becomes unsafe. • The pool area is well lit. • The pool has a daily visual inspection of the poolside to check for any hazards such as protruding objects or uneven surfaces. These are reported and promptly repair or address them to prevent accidents. 	3	2	6

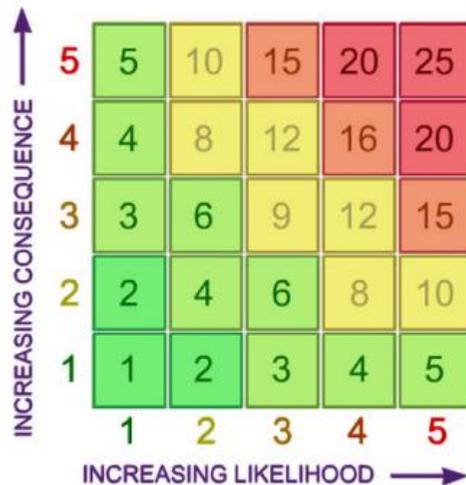
Pool user drowning	All users	Fatal or near-fatal outcomes due to lack of oxygen, leading to brain damage, organ failure, and death	<ul style="list-style-type: none"> All sessions have a trained lifeguard or responsible adults are present to actively supervise pool users and intervene if someone is in distress. There is always a minimum of 1 adult by the poolside (spotter). Children must never be left unattended in the warm water pool or area. When not in use, the warm water pool door is locked. The door also has a combination lock. The key can be signed-in and -out at reception. Encourage the use of appropriate swim aids, such as floatation devices or swim vests, for weaker swimmers to help keep them buoyant and reduce the likelihood of submersion incidents. If learners need specialist equipment this should be identified in their individual risk assessment at the end of this document. Clear signage provides instructions of what to do in an emergency and potential hazards. 	1	5	5
Poor water quality in pool	All users	skin irritation, eye irritation, respiratory problems, and the transmission of waterborne illnesses such as gastrointestinal infections.	<ul style="list-style-type: none"> Daily and Weekly testing of the pool water to monitor pH levels, chlorine levels, and other chemical parameters, and take corrective actions as needed to maintain proper water balance by the School Caretaker. Records kept in the pool area so that hirers can check that they have been carried out before entering the pool. The pool filtration system is properly maintained and functioning effectively to remove contaminants and debris from the water and weekly and monthly servicing is carried out. The pool is vacuumed to remove debris from the bottom to prevent the build-up of organic matter and contaminants. All users must shower practice good hygiene, including showering before entering the pool, using the changing room facilities properly, and refraining from entering the pool if they have diarrhoea or other contagious illnesses or wound as outlined in the policy. Posters displayed to remind all users to shower before and after using the pool. The pool has adequate ventilation to minimize the build-up of chloramines and other harmful gases that can result from poor air circulation, with an air handling unit which is serviced regularly. 	2	1	2
Soiling in the pool	All users	introducing harmful bacteria and pathogens, leading to waterborne illnesses, skin infections, and gastrointestinal issues	<ul style="list-style-type: none"> Daily checks of the pool area help to promptly identify and remove any faecal matter, vomit, or other contaminants. Users should leave the pool, notifying the school who will follow appropriate protocols for cleaning and disinfection. If users are likely to soil, appropriate swimwear (swim pants) should be worn. Spare clothes / pads may need to be available. Out of order sign placed on door until resolved. 	4	1	4

Risk Rating Calculator

Likelihood the hazardous event will occur	
1	Very unlikely – 1 in a million chance
2	Unlikely – 1 in 100000 chance
3	Fairly unlikely – 1 in 10000 chance
4	Likely – 1 in 1000 chance
5	Very likely – 1 in 100 chance

Consequence of the hazardous event	
1	Insignificant – no injury
2	Minor – minor injuries needing first aid
3	Moderate – up to three days' absence
4	Major – more than seven days' absence
5	Catastrophic - death

Action	
20 - 25	Stop - Stop activity and take immediate action
15 - 19	Urgent action – take immediate action and stop if necessary, maintain existing controls rigorously
8 - 14	Action – improve within specified timescale
4 - 8	Monitor – look to improve at next review or if there is a significant change
1 - 3	No action – no further action, but ensure controls are maintained and reviewed



Common Hazards • mechanical • physical • chemical • biological • environmental • organisational.