



PREMISES MANAGEMENT POLICY

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LETTINGS

1. Policy Objectives

The trustees adopt and endorse the following principles:

- (i) that school premises represent a significant capital investment and should be fully utilised and are a valuable community resource;
- (ii) that educational usage of education premises constitutes a natural priority;
- (iii) that a profit margin would be welcome when derived from private or commercial usage, but is not the objective when hired for Statutory use or facilitating education activity by Designated or Community users.

2. Suitable Hirers

2.1 It is intended that the school's facilities and grounds should only be let to local organisations and groups. All organisations proposing to utilise the school's facilities must complete an Application for Hire Agreement form and be issued with the Conditions for Use (Appendix A and B).

2.2 The Business Manager must initially approve all lettings to new organisations or groups and for new activities.

2.3 Once approval has been given the organisation may then book the facilities as and when required with the Site Staff subject to the school's timetable of events.

3. General

3.1 The trustees recognised that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons:

Headteacher
Business Manager

4. Variations

4.1 No member of staff (except the Headteacher and Business Manager, making a commercial decision) is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the trustees' published charging policy. (Appendix C).

4.2 All formal hiring of the school's premises, including those for which no charge is made, shall be properly documented. **All hirers must complete a hire agreement and are to receive a copy of the conditions of hire.** The hire agreement is a contract which the trustees may enforce at law.

5. Management of the Lettings

5.1 The Business Manager shall be responsible for ensuring that the lettings are managed in accordance with this policy. The Site Staff will assume day-to-day responsibility for the management of the Lettings Diary and will ensure that appropriate documentation is passed to the Finance Assistant to invoice in a timely manner. The Finance Assistant will ensure that the accounts are settled. Failure to pay will result in the use of the facilities being withdrawn.

MINIBUS

6. Policy Objectives

The aim of this policy is to promote the safe and legal use of the school minibus. It is intended to benefit the passengers, staff involved in using the minibus and other road users. It will also help to maintain the asset in prime condition.

7. Legislative Background

7.1 The minibus has 16 passenger seats and all are forward-facing and fitted with three-point seatbelts. In this, and other construction standards, the vehicle complies with the Road Vehicles (Construction and Use) Regulations 1986

7.2 The use of school minibuses, where any charge is made, classes the vehicle as a Public Service Vehicle. Under normal circumstances, a licence to operate such a vehicle will be required. However, permits issued under Section 19 of the Transport Act 1985 allow certain organisations, such as schools, to charge for transport services without a licence. Such charges must be made on a non-profit basis and the permit entitles the school to transport members of the school or students, staff and helpers of another school or college.

7.3 The minibus may be used by members of staff for private use on condition that the school has no requirement for its use:-

- The member of staff pays a hire fee of £45 per day or part day.
- The member of staff has received appropriate training for driving the minibus
- The member of staff reimburses the cost of diesel used and is responsible for any fines or damage.
- The hire has been approved by the Business Manager or the Headteacher.

7.4 The school has completed a written Risk Assessment with regard to the operation of the minibus and in this respect complies with the Management of Health and Safety at Work Regulations 1992.

8. Management of the Minibus

8.1 The management and administration of the minibus will fall under the control of the Site Manager.

8.2 A booking system will operate for use of the minibus. It is not intended that any one Department will have an automatic priority for use. Bookings must be made in person to the Site Manager at least 48 hours in advance of the trip or in the case of multiple bookings, when the dates are confirmed.

8.3 On the day of the journey (or the day before if an early start or weekend visit is intended) the driver should obtain and sign for the keys from the Site Manager and complete both the Record and Defect sheets. (Appendix G). Drivers will also be responsible for ensuring that the vehicle has sufficient fuel (diesel) for the proposed journey. Petty cash can be obtained from the office if required.

8.4 A Fuel Card is available to be used at an appropriate garage to obtain diesel. All transactions must include the mileage and be signed for by the driver. All receipts for fuel must be handed into the office on return.

8.5 On completion of the journey, the keys should be returned promptly to the Site Manager, together with details of the return mileage and the condition of the vehicle. Drivers are responsible for ensuring the cleanliness of the vehicle and that the vehicle is free from litter. (Appendix G).

8.6 Charges for the use of the minibus will only arise on journeys that would normally invoke a fee payable by parents. In this respect, the aims of the School Charging Policy will be adhered to.

8.7 The Site Manager has specific responsibilities with regard to the management of the minibus and these are shown in Appendix E to this policy.

9. Guidance on the Use of the Minibus

9.1 All drivers will have specific responsibilities to ensure the safety of the minibus and the passengers in their charge. These are shown in Appendices D & F to this policy.

9.2 Any member of staff wishing to drive the minibus must meet the following criteria:

- minimum age of 21 years
- have held a full driving licence including categories B-D for at least two years
- have satisfactorily completed the school's chosen testing and assessment process and be included on the school's current approved list of drivers
- you are providing your services on a voluntary basis

9.3 All new drivers who have qualified since January 1997 must arrange to have completed an accredited course for new minibus drivers.

9.4 On all journeys over 20 miles an adult escort, other than the driver, over 18 years of age and with the ability to control/care for pupil passengers, should be carried. This ruling may only be waived with the prior, written permission of the Headteacher.

9.5 Drivers will be expected to conform to the following maximum speeds:

motorways	60 mph
dual carriageways	50 mph
other roads	40 mph or speed limit if lower

9.6 The RoSPA Code of Practice on Minibus Safety recommends time limits for drivers. All drivers will not exceed the following maximum driving times:

If no other school duties on day of journey - 5 hrs or 220 miles
In conjunction with school duties on day of journey - 2.5 hrs or 120 miles

9.7 Breaks will be taken after at least every two hours of driving and these will be at least twenty minutes in duration.

9.8 Any driver of the minibus assumes in law the responsibility for the vehicle being serviceable and that the vehicle conforms with the relevant requirements of the Road Traffic Act. In order to check that the vehicle is safe the driver must complete a pre-journey check list, an example of which is shown in Appendix 4 to this policy.

9.9 The school's Personnel Manager keeps a record of all qualified drivers and will arrange appropriate tests for new drivers as well as refresher courses as necessary.

10. Equipment/Documents to be carried in the vehicle

- i) All minibuses must carry at least one fire extinguisher which complies with BS5423. These will either contain:
 - Water with a minimum test fire rating of 8A or,
 - Foam with a minimum test fire rating of 8A or 21B or,
 - Contain, and marked to indicate that it contains, Halon 1211 or Halon 1301, with a minimum test rating of 21B.
- ii) First Aid Kit.

All minibuses must carry a first aid kit comprising:

- Ten antiseptic wipes, foil packed

- One conforming disposable bandage (not less than 7.5cm wide)
 - Two triangular bandages
 - One packet of 24 adhesive dressings
 - Three large sterile unmedicated ambulance dressings (not less than 15.0cms x 20.0 cms)
 - Two sterline eye pads, with attachments
 - Twelve assorted safety pins
 - One pair of rustless blunt ended scissors
 - Sterile Gloves
- iii) A Dashcam (dashboard camera) is fitted to the vehicle and this should be kept connected at all times for the protection of the driver in the event of an accident.

NO SMOKING

11. Introduction

11.1 Second-hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

11.2 Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is:

'Safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work'

11.3 The Health Act 2006 requires that from 6am on Sunday, 1 July 2007, virtually all workplaces and substantially enclosed public areas in England will be smoke-free. A smoke-free England will ensure a healthier environment, so everyone can socialise, relax, travel, shop and work free from second-hand smoke.

11.4 Hillview School for Girls acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore adopted this no-smoking policy.

12. Aims of the Policy

12.1 The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers, visitors and students
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Health & Safety Legislation and Employment Law

- Raise awareness of the dangers associated with exposure to tobacco smoke
- To support those who wish to stop

13. Restrictions on Smoking

13.1 Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the school. This restriction applies to both normal and e-cigarettes.

14. Visitors

14.1 All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However, they are not expected to enter into any confrontation that may put their personal safety at risk.

15. Smoking Breaks

15.1 Whilst Hillview School acknowledges that people may need to take breaks during the working day, including breaks to smoke, these should be minimal and in agreement with their line manager.

16. Vehicles

16.1 Smoking is not permitted in school vehicles or any vehicles being used on school business. Smoking is not permitted in any vehicles on the school site.

17. Support for smokers

17.1 For assistance with giving up smoking, see Appendix A.

18. Disciplinary Action

18.1 Staff who disregard the policy will be dealt with in accordance with the Staff Disciplinary Policy.

PROCEDURES - LETTINGS

Appendix A

Application for Out of school hours Activity, Afterschool Activity, Evening or Weekend Event.

Please complete all details in ink using block letters. Please sign the agreement to all the details of the booking and to the conditions of hire and then forward to the address above for the attention of the Business Manager. The hire charges are to be paid within ten working days from the date of invoice.

Details of Event: _____

Date of Event: _____

One Off or On-going Activity: _____

Time of Event: _____

Please list below details of responsible adults:

Activity Leader

Name: _____

Address: _____

Teacher/Parent/Trustee/Volunteer: – *Please indicate below:*

Emergency contact number: _____

Assistant Leader

Name: _____

Address: _____

Teacher/Parent/Trustee/Volunteer: – *Please indicate below:*

Emergency contact number: _____

Other responsible staff: Please details on separate sheet if necessary.

Name	M/F	Status <i>Teacher/Parent/ Trustee/volunteer</i>	Emergency Contact No.
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Number of Adults Expected: _____

Number of Children over 8 years: _____

Number of Children under 8 years: _____

The correct ratio of adults to children is to be adhered to.

If the activity is on-going and child orientated – Do you have a register with Names, Contact numbers, Medical conditions and parental consent?

All adult instructors and helpers must have a relevant Criminal Records Bureau check and a copy of each check should be submitted with the booking form.

Hirers liability insurance of 3.15% is compulsory for this booking.

Please list below details of all qualified First Aiders attending your activity:

If a Commercial Hirer, please attached details of Insurance Cover

<u>Name</u>	<u>First Aid Qualification</u>
_____	_____
_____	_____
_____	_____

First aid kit(s) for ALL bookings must be obtained from –

School Reception

A deposit of £20 per kit will be charged.

Please confirm the number of First Aid kits that you require: _____

Please supply Name & Mobile number of 2 adult members of your group.
(Details will only be used in an emergency)

Name: _____ Mobile No: _____

Name: _____ Mobile No: _____

Emergency Details: Please ensure that the Event leader, or his Deputy, undertakes /co-ordinates the emergency proceedings.

Police/Fire/Ambulance: Dial 9 – 999 on internal ‘phones

School Address: Brionne Gardens
Tonbridge, Kent. TN9 2HE

School Telephone: 01732 352793

Please give details as to whether emergency vehicles should arrive via Brionne Gardens or Royal Rise.

Listed below is the “Out of Hours” contact number for Security. Please use only in Exceptional Circumstances.

Site Management Team:
07746 226836
07715 357725

I confirm that I have read and agree to follow the above procedures

Signed:_____ Date:_____

Full Name_____

Address of Hirer _____

For Official Use Only

Agreed by:_____ Date:_____

Account Number: _____

Charge per session: £ _____

Copy to Accounts (initials & date).....

Type of Hire (eg private, statutory, designated user)

Appendix B

General Regulations and Conditions for the use and hire of the "facilities".

1. Definitions: (a) A Hillview School for Girls representative means any person authorised by the Headteacher.
 (b) The "facilities" means the Dance Studio, Drama Studio, Hall, Sports Hall, Sports Grounds, Netball Courts, Tennis Courts and Classrooms.
2. A Hillview School for Girls representative may refuse admission to any person without giving any reason for doing so and similarly may require any person to leave the site.
3. The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.
4. The use of the premises must not interfere with the proper working of the School or impair its efficiency.
5. The contract for the hire of the premises between the Hirer and the Trustees of the School shall take effect only upon written acceptance of the application on behalf of the Trustees being posted or handed to the Hirer.
6. The Hirer shall be advised of the hiring fees either on completion of the application form attached or on the written acceptance of the hiring and shall pay the hire fee within 10 working days from the date of invoice.
7. Hillview School for Girls does not accept responsibility or liability for any damage to or loss of any property or articles left or placed in or on the site or any part of the facilities. However, every reasonable attempt will be made to maintain good security.
8. The Hirer shall indemnify Hillview School for Girls against all claims, demands, actions or proceedings in respect of the death of or injury to any person, or damage to or loss of property belonging to any person, (other than Hillview School for Girls) arising out of the hire and use of the facilities and site.
9. Use of the facilities and all equipment thereof is permitted entirely at the User's own risk and Hillview School for Girls will not be liable for any personal injury to any Hirer or for any consequential loss.
10. The Hirer will be required to pay for Hirers Liability Insurance of 3.15% in addition to the hire charge.

Where the Hirer is a commercial business the school will not be able to insure the risk and insurance cover must be provided by the hirer.

11. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring and with the legislation relating to copyright in relation to the hiring and the requirements of the Performing Rights Society Limited and Phonographic Performance Limited concerning the performance respectively of musical work and sound recordings on the premises. The Hirer indemnifies the Trustees against any breach of this condition.

12. The Hirer shall pay Hillview School for Girls on demand the amount of any damage (except from fair wear and tear) done or occasioned to the Facilities or to the fixtures, fittings, apparatus, equipment, furniture or other contents thereof, by the Hirer, or by any person participating jointly with the Hirer in the use of the Facilities or site or by any person under the Hirer's care or control; the amount of such damage shall be certified by the Chairman of the Board of Trustees at Hillview School for Girls whose decision in such matters will be final.

13. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas on the School premises subject to availability.

14. The Trustees reserve the right to require Site Staff to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.

15. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited.

16. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.

17. The laying of composition or other preparation on School floors is prohibited, save with the prior written approval of the Trustees.

18. No smoking is allowed anywhere within the school or boundaries.

19. School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.

20. Any alteration or addition to the school lighting or electrical heating systems is strictly forbidden, except with the written consent of the Trustees. Consent may be subject to conditions, which the Hirer will be required to observe.

21. If any special equipment is required, it must be clearly stated on the application form. An extra charge will be made for this service, and the School must be satisfied that a competent person supervises the use of the equipment.

22. The Hirer will be responsible for providing any first aid facilities that they deem necessary in accordance with the Health and Safety (First Aid) Regulations 1981. First Aid Kits must be obtained from the School Reception.

23. No function shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time, unless special arrangements have been agreed on behalf of the Trustees.

24. After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property removed, and all appliances switched off and lighting extinguished. The Trustees reserve the right to recover from the Hirer any additional expenses incurred as a result of non-compliance with this condition.

25. The Trustees reserve the right to cancel any hiring without notice if:

- (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period, or
- (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
- (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i) all hiring fees will be refunded to the Hirer, but the Trustees shall have no further liability to the Hirer. In the event of (ii) and (iii) any refund of hiring fees shall be at the discretion of the Trustees.

26. Bookings and Hire.

Bookings can be made with the Site Staff at Hillview School for Girls up to 48 hours in advance.

27. Cancellations

- i. By the hirer: The hirer must give at least 24 hours notice of cancellation.
- ii. By Hillview School for Girls: Hillview School for Girls reserves the right to cancel and/or relocate bookings with immediate effect. Hillview School for Girls reserves the right to close or prohibit the use of any Facilities at its discretion. Hillview School for Girls will not be responsible for any loss or expenditure incurred by or on behalf of the hirer or on behalf of any other person arising from the cancellation of any booking by Hillview School for Girls.

28. The Charges shall be as agreed at the time of booking. Charges are subject to review and may be altered.

Any person contravening these General Regulations and Conditions for the Use and Hire of the Facilities and Site may be required to forfeit their booking, and, if so required, shall leave the Facilities and Site, and may be refused future access or use.

Hillview School for Girls reserves the right to review and amend their General Regulations and Conditions for the Use and Hire of the Facilities and Site at any time.

Appendix C

HIRE CHARGES (Private User)

Theatre

WEEKDAY	Per Hour
Without Technician	£35.00
With Technician	£55.00
SATURDAY	
Without Technician	£45.00
With Technician	£65.00
SUNDAY	
Without Technician	£45.00
With Technician	£65.00

All prices are exclusive of VAT.

PERFORMANCES

All performance charges include:

- One (four-hour) free technical session.
- Venue Management support during performances
- Provision of venue's own fully trained FOH team
- Full use of light and sound equipment
- Printing of tickets
- Get-in and get-out (fit-up and strike) sessions

PERFORMANCES	
One Night	£450
Two Nights	£750
Three Nights	£950
Four Nights	£1050
Additional Technical Session	£150

ROOMS AVAILABLE FOR LET	Per Hour
Sports Hall	£30
Dance Studio	£25
School Hall	£30
Classroom	£20
ICT Room	£25
Netball Court	£30
Tennis Court	£30

PROCEDURES - MINIBUS

Appendix D

GENERAL ADVICE TO THE DRIVER

In addition to the Rules of the Highway Code the driver should:

- Be satisfied that the vehicle is in a roadworthy condition before and throughout the journey.
- Be clear about the route to be followed.
- Ensure that all students are wearing seat belts and remain seated whilst the minibus is in motion.
- If the minibus is not full to capacity with passengers, ensure that the rear seats of the vehicle are left unoccupied.
- Always park so that students alight on the footway and not on the carriageway.
- If students have to exit by the rear of the minibus, then ensure that an adult supervises this operation.
- Instances of indiscipline must not be tolerated. Offenders should be firmly dealt with at the time so that they are left in no doubt as to the unacceptable nature of their behaviour. The Head Teacher, or senior member of staff, should be kept fully informed about any serious instances of indiscipline.
- Ensure that you know how to use the fire extinguisher.
- Ensure that there is no smoking in the vehicle.
- Ensure that no alcohol is consumed by anyone involved in the journey prior to, or during the course of the journey.

CODE OF CONDUCT FOR STUDENTS

- Do not rush or push when entering or leaving the vehicle.
- Find a seat quickly and quietly. If the minibus is not full to capacity, leave the rear seats of the vehicle unoccupied.
- Place any luggage where it will not block access to the doors at the rear and sides of the vehicle.
- Wear seat belts.
- Only speak to the driver when he/she is not driving or in an emergency. Remember – excessive noise, loud radios etc. can distract the driver.

- Wait until the vehicle has stopped before getting up to leave.
- Make sure that you have all your belongings when you leave the bus.
- Do not drop litter.
- If the vehicle breaks down, or is involved in an accident, follow the instructions given to you by the driver.
- Behave sensibly and safely at all times.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

- Adequate supervision, including the use of escorts, should be provided for all journeys.
- Drivers and escorts will be made aware of any disability a student has, and any difficulty he/she might have as a result.

Appendix E

MANAGEMENT RESPONSIBILITIES FOR THE MINIBUS

- To ensure only those people on the approved list of drivers actually drive the minibus.
- Check the minibus regularly against the agreed checklist.
- Ensure that the minibus is regularly serviced with a reputable organisation and to maintain service records and obtain a valid MOT certificate.
- Ensure that the vehicle is appropriately insured including cover for all third party liabilities.
- Ensure a full set of documentation is kept in the vehicle including check sheets and accident forms.
- Ensure that the vehicle is checked at a garage within 24 hours after being involved in an accident.
- Ensure that the small tool kit, replacement light bulbs, first aid kit and fire extinguisher are available within the vehicle.
- Ensure a full Breakdown /Rescue service is available with details of contact telephone numbers and are kept in a prominent place on the Minibus .
- Ensure a school mobile telephone is made available to the driver for emergency use only.
- Keep the interior and exterior of the vehicle clean and tidy.

Appendix F

DRIVERS' RESPONSIBILITIES FOR THE MINIBUS

- May only drive the minibus if they are on the current authorised driver list, which is updated at the start of each academic year.
- Report any convictions, endorsements or medical conditions which may impair driving ability to the Headteacher immediately.
- Check the safety of the vehicle against the pre-journey checklist before setting off.
- Report any defects in the Record Sheet and in person to the Premises Assistant.
- Respond immediately to a vehicle defect which may cause an infringement in the law.
- If involved in an accident complete the official accident form. Follow the Highway Code at all times.
- Never admit liability for an accident.

In the case of a breakdown or accident, ensure the Emergency services are contacted without delay.

- Ensure that gangways and doorways are kept clear at all times.
- Ensure all passengers wear seat belts.
- Take personal responsibility for all traffic offences.
- Not engage in activities which may distract attention from driving especially the use of hand held mobile phones.
- Not drive in convoy.
- Ensure that the minibus is not overloaded, nor carries more than the permitted number of passengers at any one time.
- Ensure that the minibus is used strictly according to the terms of this policy.
- Ensure that the minibus is returned with the same amount of diesel as present on departure.
- A list of students who are taking the trip must be handed into the school office prior to journey.

- In line with the main school policy smoking is not permitted by anyone at any time in this vehicle.
- Flammable substances must not be carried in this vehicle (ie gas canisters, petrol cans etc) except with prior agreement with the Business Manager.
- The consumption of alcohol in this vehicle is forbidden as is the carriage of open containers of alcohol.

Appendix G

DRIVER'S RECORD SHEET

Details of Journey

Date required: Time In:

Time Out:

Destination:

.....

Nature of Event:

.....

Mobile Telephone taken: YES/NO

Driver Name:

.....

Other Escorts:

.....

Passenger Details:

.....

Vehicle Details

Mileage at start:

Mileage at end:

Drivers' checks completed: YES/NO

General Condition of Vehicle:

.....

.....

Condition of Vehicle on Return:

.....

.....

Other comments:

.....

.....

VEHICLE DEFECT REPORT

Vehicle Registration No. Vehicle:

Date: Mileage:

Daily/Shift Checklist

Exterior	Battery	Brakes
Mirrors	Oil/Water	Steering/power steering fluid
Glass	Wipers	Interior
Wheels	Washers	Fire Ext.
Spare Wheel	Lights	First Aid Kit
Tyres	Indicators	Seat Belts
Doors	Horn	Brake Fluid levels
Reflector	Heating	Clutch Fluid levels

Defects Found:

.....

.....

.....

Name:

.....

Signature:

.....

Action taken:

.....

.....

Signed:

.....

Appendix H

APPROVED DRIVERS

Jo Fitzsimons (scheduled to retake test)
Tayla Strudwick (scheduled to retake test)
Jodie Crane
Rob Arundel
Ken Burkett
Abi Rance
Sophie Hill

PROCEDURES – NO SMOKING

Appendix J Helping smokers quit

70% of smokers would like to stop smoking. Quitting smoking isn't easy, but it can be done and there are 12 million ex-smokers in the UK who prove it.

To have the best chance of quitting successfully, a smoker needs to know what they're up against, what their options are, and where to go for help.

The decision to quit smoking does not happen overnight – smokers normally go through several stages:

- Thinking about stopping
- Getting ready to quit
- Quitting
- Remaining a non-smoker

Thinking about stopping

A smoker may think about giving up smoking or a long time until something makes them take action:

- The introduction of a workplace smoking policy
- An increase in tax on cigarettes
- A bout of illness, or health scare for either themselves or a friend or family member

Getting Ready to Quit

Smokers who make a plan before they quit are more successful than those who don't, and planning can be done quickly. All smokers have their own smoking habit, and these habits are often tied to certain moods, events or places.

Some of the most common reasons why people smoke are:

- **Emotions:** feeling stressed, upset, angry, frustrated or happy
- **Pleasure:** to enjoy something even more or to reward yourself
- **Social pressure:** feeling part of the crowd
- **Habit:** feeling used to doing things while smoking
- **Addiction:** to satisfy the craving for nicotine

If you would like to stop smoking think about the times when you enjoy a cigarette and anticipate how you are going to cope without a cigarette in those circumstances:

- What activities are associated with smoking?
- Which cigarette is the most enjoyable and why?
- Which cigarettes will be most difficult to do without and why?

To complete your plan:

- Find out what help and advice is available and use it (see seeking help below)
- Find out about stop smoking therapies and plan to use them
- Identify personal reasons for quitting; write them down and go back to them frequently especially when the 'going gets tough'
- Set a quit date, in the near future, which will work for you

Quitting

Withdrawal symptoms are the way your body reacts when it stops getting nicotine and all the other chemicals in tobacco smoke.

Common symptoms include:

- Cravings. Each one lasts a short time, but may be strong. Over time, cravings will happen less often.
- Feelings of irritability, frustration, depression or anxiety.
- Feelings of restlessness and/or difficulty concentrating.
- Changed sleeping patterns.
- Increase in appetite and weight gain.
- Nicotine replacement therapy eases withdrawal symptoms

Remaining a non-smoker

Change your routines

- If you always have a cigarette in the morning with a coffee or a tea, then have fruit juice or water instead so there is not the association/trigger with smoking.
- When you get the urge to smoke, do something else instead.
- Learn how to manage your stress levels. Some ideas might include taking a hot bath, going for a walk, reading a book, talking with friends, and listening to your favourite music.

Tips for success

- Start a money jar with the money you save by not buying cigarettes.
- Treat yourself occasionally with the money you've saved, such as a trip to the cinema, a new CD, flowers or a meal out.
- Do something to reduce your stress. Take a hot bath, exercise, or read a book.
- Drink a lot of water and other fluids.
- If you feel the need to eat something try healthy snacks such as fruit or sugar free gum.

Seek support

Once a smoker has decided to quit, they are more likely to make it when friends and family give their help and support. Individual, group or telephone counselling can considerably increase the chances of success. Likewise, using a nicotine replacement therapy or Zyban can double the chances of succeeding.

These treatments are available on prescription and a UK-wide network of successful, friendly, confidential, professional NHS Stop Smoking Services is available to help smokers quit. Details will be provided to anyone who calls the NHS Stop Smoking Helpline and requests details of their local service. Telephone **0800 169 0 169**

Relapse

Don't be disheartened if the quit attempt does not succeed first time around. Many smokers do not become non-smokers with their first quit attempt. Quitting is a process, and may involve setbacks. If you slip-up, think about what triggered the setback, how will you deal with it differently the next time?

Plan another quit attempt as soon as possible.

THE VIEW @ EAST STREET

Appendix K - Management of The View @ East Street (TV@ES) Premises

Introduction

TV@ES is situated at Bordyke End 59 East Street Tonbridge Kent TN9 1HA. The buildings are rented on a lease from the landlords SLA Property Company Limited, 153 Princes Street, Ipswich, Suffolk IP1 1QJ and the building is currently managed by Bracketts, 132 High Street, Tonbridge, Kent TN9 1BB.

The terms of the lease specify the obligations of the landlord and tenant, in general, the landlord is responsible for insuring the building and the external maintenance and the tenant is responsible for insuring the contents and internal maintenance.

Water supply

TV@ES via Hillview School for Girls is responsible for the water supply and paying the annual water rates. TV@ES has the same legionella checks as the main school.

Sanitary Units

TV@ES via Hillview School for Girls is responsible for the sanitary units. TV@ES has the same sanitary collection schedule as the main school.

Waste collection

Lighting

TV@ES via Hillview School for Girls is responsible for the internal lighting in the property. The landlord is responsible for the external lighting of the property.

Alarm System

There are working intruder and fire alarms at the property and the contract for these is:

Spy Alarms LTD.

Jim Willey – False Alarm Manager (j.willey@spyalarms.co.uk)

Info@spyalarms.co.uk 01689 887 626

Fire Evacuation

Regular fire evacuations should take place and details of these are in the Health & Safety Policy to which TV@ES will adhere to.

Security

There is a set of keys kept at Hillview School on the main site which are kept with the Finance Manager. There will be three main key holders at the centre who work there on a permanent basis. These will be the Centre

Leader, Student Support Manager and a teacher. Spy Alarms will be given the names of any key holders for security. A key will be kept in the key box at the front of the building to support potential use by organisations who let or have a license agreement and who may need to use the building after hours. It will be the discretion of the Centre leader and School Finance Manager as to whether organisations have access to this key or a key holder from school opens and closes the building. TV@ES will use the alarm system to ensure security of the site.

If the alarm does go off out of hours, it will be the responsibility of a site team representative from the main site to deal with any calls in the first instance.

Cleaning and Maintenance

Maintenance of the site will be initially through the Centre Leader or Student Support Manager and the site team through Hillview communication systems. For any maintenance that requires further external support, the Finance Manager will also be informed.

A cleaning contract will be in place to ensure the building is cleaned daily and follows Hillview protocols. Any Covid-related protocols will be in place and the staff will ensure that during the day, this is followed to ensure the safety of staff, students and visitors.

No Smoking Premises

The TV@ES premises has adopted a no smoking premises as per the main section of the policy. There are signs at the front of the building to state this is a no smoking educational site to which all staff, students, visitors and contractors are expected to follow.

Lettings

The same conditions of letting apply to TV@ES as to the main school. However, the lettings at TV@ES are of a longer duration and will mainly be agreed by way of a licence for the use of the rooms rather than a short-term letting agreement. In relation to shorter term lettings, Appendix A will be completed by the organisation wishing to let any rooms prior to this being agreeable. Conditions are put in place for any license holders in relation to DBS checks to safeguard the students and staff on site when in use during a school day. Any organisation hiring facilities at TV@ES will have a copy of Appendix B outlining regulations and conditions.

Hire Charges

Rooms	Per hour	Per year
T 12 or T 13 (large class room for 18-22 people)	£15	
T14 (small art room for 8 people)	£10	
T 16 (small group meeting room for 4-6 people)	£10	
T25 or T27 (medium classroom for 16-18 people)	£15	
T 28 (small film /classroom for 10-12 people)	£10	
T 24 (small group meeting room for 6-8 people)	£10	
T 21, T22 or T23 (small meeting room for 2-4 people)	£10	

IT facilities can be available on request and charged accordingly.

Prices are exclusive of VAT.

Please note there will be no IT support during any lettings.

Grounds Maintenance

The maintenance of the grounds is the responsibility of the landlord initially. However, general upkeep will be the responsibility of TV@ES.

Fire Inspection, Plan & Extinguishers

Fire inspections will take place in accordance with relevant guidance to support creating a safe place for staff and students and keep the building safe from potential fire threats. All fire extinguishers will be checked annually and a fire evacuation plan is in place. Any potential risk and changes to enable the building to be compliant will be the responsibility of the landlord to undertake.

Review of Policy

The trustees will review the policy every third year but the scale of hire charges for the forthcoming year will be reviewed and updated annually in July.

Hillview Trustees' Premises Management Policy

Main compiler: Bryan Key

Date of approval by trustees: July 2003

Latest Update March 2022

Consulted: Site, Building and Finance
Staff

Anticipated review date: March 2025

DDA Quality Check