HIRE & LICENCE OF SCHOOL FACILITIES COMMUNITY INFORMATION

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

Auburn South Primary School

Hire and Licence of School Facilities – Community Information

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Auburn South Primary School has the following facilities available for hire (for one-off or very short-term use) or licence (for regular, on-going use) to the community:

- Stephanie Alexander Kitchen
- School Hall and associated rooms
- Classrooms (including the Library, Performing Arts and Visual Arts rooms)
- Outdoor areas (including the School Oval, Synthetic Grass Court, Covered Outdoor Learning Area (COLA)

Auburn South Primary School School Council will only consider applications for the hire or licence of the above facilities if the purpose is for educational, recreational, sporting or cultural activities for:

- students;
- the local community; or
- young persons,

and in circumstances where the facilities are not required for ordinary school purposes.

The process at Auburn South Primary School for applying to hire or licence school facilities is to call the office to discuss or to send an email with details and you will need to enter into a written agreement with the school council.

The agreement between you and the school council will require you:

- to have adequate public liability insurance (other insurance might be requested, depending on the use of the facilities);
- in most instances, to pay a hire or licence fee for the use of the facilities;

- in most instances, to pay a security deposit; and
- to be bound by the terms and conditions contained in the agreement.
- Auburn South Primary School's *Events Health and Safety Checklist* to be completed (Appendix 1, Attached)

The Australian Electoral Commission and the Victorian Electoral Commission are empowered to use ASPS as a polling place during an election. If there is a conflict of demand with respect to the use of ASPS premises on election day, the facilities must be made available for use as a polling place.

If alcohol is to be consumed during the event a permit or licence is required. For information on how to obtain a permit Licence contact Victorian Commission for Gaming and Liquor Regulation.

Hirer's responsibilities:

- All doors and windows are secured and locked and all lights are turned off when they have finished with the facility.
- The keys must be collected from the school Principal, Deputy Principal or their delegate during working hours the day before the event and returned to the school office the day after the event (in the case of a weekend collection on Friday and returned on a Monday), arrangements may be made for licensees who have long term hire arrangements and they may be given a set of keys for the duration of the licence agreement (case by case basis)
- Nuts or foods containing nuts or labelled "May contain traces of Nuts" are NOT allowed on the school premises.
- The organisers must have access to a first aid kit and when hiring the kitchen, they must know where the first aid cupboard is, salbutamol (Ventolin) and spacer and the Adrenaline Auto Injector (Epipen) for general use.
- Following completion of the Events Health and Safety Checklist if children attending the event have been identified at risk of anaphylaxis, they must have their Adrenaline Auto Injector (Epipen) with them or access to the Adrenaline Auto Injector (Epipen) held in sickbay on the school premises as required. A spare Adrenaline Auto Injector (Epipen) for general use should also be provided for the event.
- If outside catering is used for the event, it is the responsibility of the organising person to ensure that the caterer is aware of the conditions of use. A food and beverage surcharge will apply.
- The facility hired must be left clean and tidy, all furniture and items must be returned to its original position
- Food items and cleaning products belonging to the kitchen must not be used.
- Garden produce must not be picked and used.
- All rubbish generated from the event must be bagged, removed and placed in the freestanding **red**/**green** landfill wheelie bins found on campus.

- The organiser must take all recyclable material away at the end of the hire period (there are no recycling facilities available for functions).
- Any damage, loss or accident during the hire period must be reported in writing to the Principal or delegate.
- The hirer must ensure the alarms are deactivated before use (a call out fee applies if the alarms are set off accidentally) and reactivated if locking up at the end of the event.
- Should any damage or loss occur it is the responsibility of the hirer to cover the cost of repair or replacement.
- Failure to meet the above requirements will result in the loss of the required bond.
- Will ensure the event will not commence until the Events Health and Safety Checklist, and the relevant licence is returned to the school prior to the event.

School responsibilities:

- The school will keep records of all legal agreements, the licence agreement number of each agreement, and all financial records.

Please contact the school's office to discuss your requirements or to obtain further information.

PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	August 2024
Approved by	School Council
Next scheduled review date	August 2026

Appendix 1

Auburn South Primary School
Events Health and Safety Checklist

Complete this checklist prior to all events to minimise risk of injuries to all those attending

1. Answer Yes/ No / Not Applicable. Action is required if by answering "No" a risk is evident
2. Provide a copy of this checklist to the School Office at least 48 hours before the event, but keep a copy for the day of the event and for your records
3. Brief all involved in organising the event of key information within the checklist.
4. Report any hazards/incidents encountered at the event to Mr Marcus Wicher (Principal).

This checklist is not a definitive list for the identification of all risks. You are encouraged to add to or modify this list in accordance with your own circumstances to assist in the safe running of your activity.

Event Date		**Event Type**	
Venue			
Contact Person, Role & Contact Details			

1. Approvals		**Yes/No**	**Action Required**
1.1	Has the event been discussed with the Principal or their appointed delegate and approval has been confirmed?		
2. Fire Safety and Emergency Response		**Yes/No**	**Action Required**
2.1	Are evacuation paths/routes clearly displayed and visible?		
2.2	Are doorways, walkways and evacuation exits clear of obstructions?		
2.3	Can all external exit doors be opened from the inside without a key?		
2.4	Is the fire control equipment easily accessible?		
2.5	Who at the event is responsible for evacuating attendees in an emergency? Name:		
3. Activity Area/s		**Yes/No**	**Action Required**
3.1	Do you have a key and/or alarm to access the facility? Who is responsible for locking up? Name:		
3.2	Are any chemicals, gas bottles etc. stored safely and out of reach of children?		
3.3	Is noise a hazard to people attending your event		
3.4	Is there sufficient space for your event to occur safety?		
3.5	Do the floor surfaces appear to be in good condition and are they suitable for the type of event you are conducting?		

3.6	Are steps/stairs/ramps in safe condition?		
3.7	Are platforms etc. erected for the event safe?		
3.8	Is there adequate ventilation?		
3.9	Is the lighting adequate?		
3.10	Is there adequate protection from UV radiation/wind/rain?		
3.11	Is there disabled access to the event and bathroom facilities?		
3.12	Is there adequate security for the event?		
3.13	Have you been shown the appropriate alarm panel location/s and do you understand the correct procedure for disabling the alarms?		
4. Electrical		**Yes/No**	**Action Required**
4.1	Is all electrical equipment in good condition? ie. No evidence of frayed, torn, broken or loose electrical leads or outlets?		
4.2	Are all leads secured and not potential trip hazards?		
4.3	Are liquids, chemicals, gases stored away from electrical outlets?		
4.4	Review environmental conditions such as rain and the need for protection of electrical equipment if the event is outside.		
5. Furniture, Fixtures and Fittings		**Yes/No**	**Action Required**
5.1	Is all furniture to be used in good condition and erected safely?		
5.2	Are hanging displays, if any, hazardous to your event?		
5.3	Are required resources and equipment stored safely and adequately? eg. Refrigerated?		
6. Toilets		**Yes/No**	**Action Required**
6.1	Are toilets in close proximity to your activity location/s? If not what are the arrangements to escort children?		
6.2	Are the toilet facilities clean and in working condition?		
6.3	Is there disabled access?		
7. Grounds/Ovals (complete only if applicable)		**Yes/No**	**Action Required**
7.1	Are all pathways/walkways clear and in good condition?		
7.2	Are signs or fences/gates in place to control the entry of vehicles and or pedestrians and to direct them to the location of the event?		
7.3	Are lawn areas free of pot holes?		
7.4	Are gates closed to prevent young children leaving the grounds?		

7.5	Is the equipment in good condition and safe? eg. Tennis nets, soccer goals etc.		
8. First Aid		**Yes/No**	**Action Required**
8.1	Do you have access to a first aid kit during the event? Does it include ice packs and a general use Epipen?		
8.2	Who will be responsible for any First Aid/Emergency coordination? Name:		
8.3	In case of emergency, where is the nearest appropriate medical facility? Name:		
8.4	Do you have access to a phone at all times?		
8.5	Do you and all volunteers working with children comply with the "Working with Children Check Policy"?		
9. Using Contractors for provision of services		**Yes/No**	**Action Required**
9.1	Are there any contractors being used at this event?		
9.2	Are you satisfied that the contractors will meet their health & safety obligations? If not, ask them to submit a Job Safety Analysis or Safe Work Method Statement. (Copies are available from the Business Office)		
9.3	Who at this event will contractors report to? Name:		
10. Serving Food		**Yes/No**	**Action Required**
10.1	Students at risk of anaphylaxis have been identified		
10.2	Strategies are implemented to avoid known allergens: List strategies: Contact parents of student with anaphylaxis if there is any doubt that allergens cannot be avoided. Ask for an alternative to be provided.		
10.3	Contact parents of other students if they are providing food to discuss strategies to avoid known allergens		
10.4	Food used in fundraising is labelled with ingredients		
10.5	Safe Food handling regulations are adhered to		