



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health & Safety

Barn Theatre rules and regulations

- No food or drink allowed in the theatre area.
- No chewing gum allowed in the building.
- All equipment to be returned to correct location
- **Pupils and young people** to be supervised at all times
- Office and Store Cupboards out of bounds - (Organiser may obtain keys)
- Any equipment needing repair must be reported to the Main Office
- Users of the Barn must pay attention to warning notices on the Notice Boards.
- Clubs and individual users must adhere to school safety policies and Normal Operating Procedures and appropriate using form completed – Appendix
- Fire Safety Procedures to be adhered to – see Appendix

Please note the Barn Complex is a NON SMOKING zone

There is a **Risk Assessment** for the Barn. **In case of an accident:**

First Aid Kit available in the kitchen area and Art room.

There is a telephone in Music room and Green room.9 - 999 only calls

Monitoring and Review: Prepared 2013, reviewed 2016 SrF

Music Room

- No Equipment may be used without prior permission
- No windows to be left open
- Piano should not be moved
- If moved, furniture to be returned to original positions.

Pottery Room

- The Pottery room is out of bounds for all outside lettings

Toilets

Male and Female areas are marked.

Kitchen Area:

- Electrical Points; Microwave; Sink; Kettle; Kitchen utensils and crockery; All necessary precaution must be taken when using kitchen area.
- No children allowed in the kitchen area without adult permission or supervision
- Locked cupboard are out of bounds

Entrance and Stairs

- No running
- Take extra care when ascending and descending the stairs

Theatre

- No entry without an authorised adult
- Do not move the Piano
- Tiered seating must be requested at time of booking.

Green Room

- The Green room is out of bounds to all outside lettings unless requested

Art Room

- The Art room is totally out of bounds to outside lettings

Practice rooms

- All the practice rooms are out of bounds to outside lettings

HEATING

There is thermostatically controlled gas central heating [see Peter if require

Appendix 2 Fire Safety

Equipment: Alarm Box in Entrance Hall
Fire Extinguishers
Full Emergency lighting
Alarms throughout the building
Prepared Fire Evacuation statement to be read to all public audiences before the performance.

Procedures:

- Check at least one member of the group is familiar with the fire equipment
- Do not obstruct fire fighting equipment
- Observe fire drill procedures - leave by marked exits and congregate on the astro courts near the swimming pool
- Keep a register of people in your group
- Fire drill procedure and assembly points clearly displayed on the notice boards
- Plan of building located on the notice board
- Spectators must proceed down the stairs to nearest exit.

Heating Hazards

- Do not use gas cylinders or canisters inside the building
- Cooking arrangements should be properly supervised at all times by a responsible adult
- Heating appliances should be switched off and unplugged when not in use
- Keep combustible materials away from portable heaters. Place heaters where they cannot easily be knocked over. In addition they should be adequately guarded. Do not cover or drape clothes over heaters.
- Do not allow the use of highly flammable materials or naked flames, i.e. candles or matches

In the event of Fire

- Raise the alarm
- Get everyone out
- Call the Fire Brigade - from the Barn or School Office – 9 999
- Tackle the fire only if it is safe to do so
- Take a roll call to check everyone is safe
- Do not re-enter the building
- Do not stop to collect personal belongings

Disabled persons. On those occasions when disabled or handicapped persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire.

Generic PEEP are given to all persons using the theatre by the person delegated on the Performance Performa Form.

FIRST AID SUPPLIES AND TRAINING

- First Aid box is located in the kitchen and Art room..
- Supplies are checked by Health and Safety staff
- All accidents must be reported and recorded on an accident form and returned to the Main Office. (Evenings report to the Boarding House, contact 126 or 127)
- Outside users must supply their own First Aider, but **ALL** accidents must be recorded as above
- In school hours, Staff using the Barn will have appropriate First Aid training.

Potential General Hazards:

An appreciation of hazards is needed for planning safe procedures.

Factors which could lead to serious injury:-

- Health problems
- Alcohol and / or food before exercise
- Insufficient warming up before exercise
- Unruly behaviour and misuse of equipment
- Inadequate supervision
- Electrical points

- Wet floor in entrance
- Blocked doorways and stair wells

Appendix 3 Using the Theatre/Barn

- All use shall be paid for fourteen days in advance by the user or at the time of booking if this is less than fourteen days.
- Bookings may be made for a single letting or for a series of lettings. No sub-letting is permitted
- A period of fourteen days notice of cancellation must be given by the User. Failure to do this may result in the fee being retained by the School. For cancellation of a booking the Administrator must be informed by telephoning 01760 724577.
- In the event of the School cancelling a booking the full costs will be refunded
- School equipment other than that specified at the time of the using shall not be used
- School furniture shall not be moved by the user except by arrangement with the School Office
- Nails, tacks, screws etc shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up, unless by prior arrangement
- Footwear likely to damage the floors is not to be worn
- Litter and property belonging to the user is to be removed by the user at the end of the period of use. Any costs incurred in removing these items will be paid by the user. Items belonging to the user are left on site at the owner's own risk
- Alterations to lighting or heating systems are forbidden
- The user shall not infringe any copyright, or performing rights
- If alcohol is to be consumed on the school premises this is to be stated on the application to use form. Permission is required from the School and the necessary Justice's licence must be obtained by the user.
- The user is reminded that the costs for equipment use relate to facilities available, and at the standard provided for pupils. If a user should require facilities of a higher standard then the user will be responsible for the additional costs incurred
- Dogs may not be brought onto the school property unless a guide dog.
- **The user undertakes to make good any damage to the property. In the case of damage to the sports fields the School will raise the appropriate account**
- **The School shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the user, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the user.**

Use of Kitchen

Users of the Barn may use the kitchen under the conditions below:

- The Headteacher / Administrator at the school must be contacted in advance to discuss requirements.

NW reviewed Spring 2018. Next review Spring 2019NW reviewed Spring 2018. Next review Spring 2019

- Use of any kitchen equipment must be as agreed with the Headteacher / Administrator.
Prior instructions on the use of washing up and cooking facilities will then be provided.
- The user shall provide tea towels etc.
- The kitchen work surface, sinks and floors must be left clean
- The user will be charged for any damage, breakage or additional cleaning necessary
- The user shall provide rubbish bags and remove these from the premises.

**SACRED HEART SCHOOL, SWAFFHAM
APPLICATION TO USE SCHOOL PREMISES**

APPLICANT	Full Name:		
	Address:		
	Post Code:	Tel No: Mobile no: email:	
	Name of Organisation:		
FACILITIES REQUIRED <i>Please tick as appropriate</i>	Sports Hall		Changing Rooms / showers
	Sports Hall Balcony		Sports Hall Kitchen
	Outside Courts		Playing Field
	Gymnasium		Classroom
	Barn Theatre		Swimming Pool
	Barn Kitchen		Drama Room
	Green Room		Other – please specify
	Music Room		
	Public Liability Insurance – <i>copy required at time of reservation</i>		
	Permissions & Licences:(<i>eg held by the user for music / films / consumption of alcohol etc – copies of these documents also required at time of reservation</i>)		
Additional requirements (<i>eg overhead projector etc / seating layout / additional access etc</i>)			
Day(s) of Use			
Time:	From	To	
Purpose of Use:			
If fund raising state purpose to which proceeds will be applied:			

- I apply for the use of the accommodation and facilities stated above and if my application is approved I will pay the costs as set by the Headteacher / representatives.
- I have read and agree to adhere to the Use of Premises and the School policy & Procedures contained therein
- I am 18 or over

Signed:

This form should be completed and returned to the Headteacher

Date:

FOR OFFICE USE ONLY:			
Booking confirmed - at the rate of £	per session /	term	Date:
Donation received	Date:		

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Hiring of School Barn Performance Proforma

CELEBRATING 100 years of EDUCATION



Type of event:

Date of Event:

Main Fire Officer for the performance:

Name:

Duties to include:

- 1: Collection of Emergency Procedure Box from Office
- 2: Fire exits remain clear
- 3: Fire doors are closed
- 4: H & S announcement
- 5: PEEPs issued, checked & seating position identified

Name of Auxillary Fire Officers x 2 (to sweep first and ground floors):

- 1) Name:1st Floor Theatre/Art Room/ Green Room
- 2) Name:Ground Floor/ Toilets/ Kitchen/ Pottery/
Practice Rooms

Named First Aider:

Senior Responsible Person for the event:

Name:

Signature:

Please return to the school office to be copied ahead of the event.

Entrance to Station Street **must** be open before each performance and locked after. The key is located on a hook near the fire exit door.

Please consider seating someone in the seat adjacent to entrance to control admission to theatre.

The Assembly point location for the Barn Theatre Complex

