



ALLEYN'S SCHOOL ENTERPRISES LIMITED

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Third Party Hire, Health & Safety Guidance

Thank you for choosing our facilities for your booking. At Alleyn's, we are committed to providing a safe and welcoming environment for all visitors.

This document outlines essential procedures to ensure third-party hirers understand their responsibilities and help maintain the well-being of participants, staff, and anyone else visiting the site, and should be considered an extension of our [Facility Hire Terms & Conditions](#) (specifically School Policies and Venue Rules).

By following this guidance, you will:

- Familiarise yourself with key on-site contacts and their roles.
- Understand procedures for access, site security, fire safety, first aid, and emergency situations.
- Be aware of reporting requirements for accidents, incidents, and near misses.
- Comply with Safeguarding and Child Protection measures when working with children, young people, or vulnerable adults.

Please read this document carefully and share relevant information with your staff and attendees.

Our team is here to support you. If you have any questions or need assistance, please contact the staff member who confirmed the booking or email us at enterprises@alleyns.org.uk.

Key On-Site Staff and Their Roles

During your booking, our on-site team works together to ensure a safe and smooth experience. If you have any questions, concerns, or emergencies outside of normal school hours, please contact the relevant on-site staff member listed below.

Please share their contact details with staff for quick reference in case you need support during your booking.

Role	Responsibilities	Primary Location	Contact Number
Senior Sports Assistants	<ul style="list-style-type: none">• Oversee regular evening and weekend bookings, including providing access to facilities and assisting with equipment setup.• Supervise Sports Assistants.• Perform lifeguarding duties for the Swimming Pool.• Provide out-of-hours first aid support when on duty; respond to emergency situations.	Swimming Pool Building	07702 103 454

Role	Responsibilities	Primary Location	Contact Number
Events Managers	<ul style="list-style-type: none"> Assigned to manage and oversee specific events or bookings, ensuring the pre-approved event plan runs efficiently. Provide out-of-hours first aid support when on duty; respond to emergency situations. 	<p>Stationed at or near the event location.</p> <p>The Event Office is located in the EAB / Theatre building.</p>	Contact details will be provided with client event sheet.
Senior Premises Operatives	<ul style="list-style-type: none"> Secure and patrol the site, support event set-up and day-to-day site logistics. Provide support in the event of an emergency. 	Townley Lodge	Contactable via Concierge / Out of Hours Receptionist
Concierge / Out of Hours Receptionist	<ul style="list-style-type: none"> Welcome visitors, coordinate front of house operations, support site logistics, maintain safety addressing any security concerns, and respond in the event of an emergency. Manage vehicle access to the site, including emergency vehicles. 	Townley Lodge	07823 539 253 0208 299 8019 0208 557 1526

Access and Site Security

Unless otherwise agreed, everyone connected with a booking should enter the site via the Senior School entrance on Townley Road.

Separate [Travel & Transport Guidance](#) is available for directions to the school. To ensure the safety of all users cycling on the school grounds is not permitted, bicycles and scooters must be dismounted at the entrance and must be walked while on school grounds. Bike parking is plentiful near to Townley Lodge and around certain other facilities.

On arrival, the Group Leader should check in with the Concierge or Out-of-Hours Receptionist at Townley Lodge to confirm the group is on site and due to start their activity. Our Event Managers or Senior Sports Assistants will then support your booking as per the details of your Hire Agreement, including providing access to facilities.

Access to Facilities

- Access to facilities are managed by swipe-control which are operated and opened by staff only; hirers are not issued swipe cards. Doors to non-booked areas remain locked when not in use.
- Staff will arrange for your booked facility to be unlocked 10 minutes before the scheduled start time. Please arrive no earlier than 10 minutes before your start time and leave promptly at the end of your booking.
- If you need help opening/accessing a facility or if a door needs to be locked, please speak to on-site staff.
- Use only the rooms and routes agreed for your booking. Keep external doors closed when unsupervised and never wedge fire doors open or use fire extinguishers as a door stop.

Registers and Facility Supervision

- The Group Leader must keep an accurate attendee register and are responsible for supervising entry to your facilities. At the start and end of sessions, position an adult at the door or specific location to greet attendees.
- Please note people unconnected to your booking may pass through open and shared areas of the site.
- Please only admit people to your facility that are part of your booking.
- The Group Leader is responsible for the safe use of facilities, supervision of attendees and must remain on site until all attendees have left.

Term-time | Evenings and Weekends

- The Concierge / Out of Hours Receptionist will control the main pedestrian gates to allow access to the site.

School Holiday Hire | Daytime

- The Concierge / Out of Hours Receptionist will control the main pedestrian gates to allow access to the site.
- Adults linked to your booking will be asked to wear a pink lanyard for identification. Lanyards are issued by on-site staff and should be returned at the end of your hire (not daily if a hire runs across multiple days).

Term-time | During the School Day

- Hire during the normal School Day (before 6:00pm term-time) is by prior agreement only and requires much greater discussion to agree feasibility, to prepare a joint risk assessment and ensure clear staffing roles.
- Where hire is allowed during the normal School Day measures will always include:
 - Mandatory sign in at Townley Lodge for all attendees, who must wear visitor lanyards while on site.
 - Following segregated routes that avoid pupil areas and lesson changeovers.
 - Keeping to agreed timings and locations; short pauses may be required at busy periods.
 - Close supervision maintained throughout by Alleyn's staff members. For pupil safety, attendees must follow instructions from on-site staff.

Alleyn's Pupils and School Events | Out of Hours

- Alleyn's pupils may be on site for co-curricular activities or School events outside of normal school hours.
- On weekday evenings, after 5:15pm, and at weekends in term-time the responsibility for pupils' present on site rests with the Alleyn's member of staff running the activity or event for which they are present.
- Pupils are unlikely to be on site during School Holidays; if they are, they will be under staff supervision.
- Segregation rules always apply at all times: do not interact with pupils; do not share toilets/changing rooms with pupils; please keep to agreed rooms/areas and routes which have been planned to avoid crossover.

Contractors, Maintenance and Building Work

- From time to time, contractors or in-house maintenance staff may be working on site during your booking. We will tell you in advance if work is planned near your facility and will minimise disruption wherever possible.
- Contractors and staff will be identifiable: external contractors will wear a visitor or contractor lanyard; Alleyn's Academic and Operational staff wear black staff lanyards with photo ID.
- Do not enter areas that are fenced, taped, or signed as closed. Follow any temporary wayfinding or directions around works. Keep agreed routes clear for work access where requested.
- Hirers and attendees must not use contractors' tools, equipment, or ladders.
- If you have any concern about safety, noise, dust, or access due to building work, please tell an on-site staff immediately.
- Do not engage contractors to move equipment or change their work. If something is affecting your activity, speak to on-site staff and we will resolve it.

General Security | Theft and Unauthorised Access

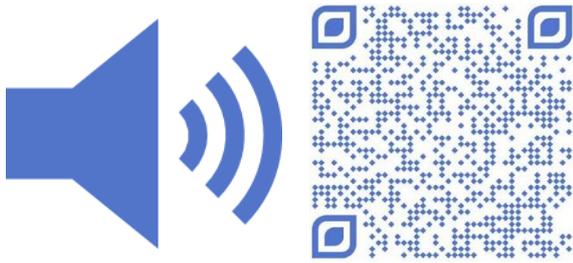
- Keep valuables with your group; do not leave items in corridors or unlocked rooms, avoid leaving belongings on display. Keep portable equipment in the room while in use; do not leave equipment in corridors.
- If brought to site, please ensure vehicles and cycles are securely locked in a designated bay or cycle rack.
- If you see someone out of place, or a door is forced/ajar, report to on-site staff immediately.
- Any security issues will be managed as per the 'Incident' action plan listed later in this guidance.
- CCTV operates across the site for safety and the prevention of crime. CCTV is managed by the school in line with data protection law, relevant legislation, and school policies.

Site Lockdown

- The schools uses two levels for serious incidents that require a lockdown of the site or facilities: our lockdown alarm is a distinct sound and differs from the fire alarm. This will be explained further during your fire briefing.

- Perimeter lockdown: stay inside buildings; movement is limited; external doors and gates to the site are secured. No alarm: this will be communicated in person by on-site staff or via a phone call.
- Full lockdown: a distinct lockdown alarm sounds. Go into a room, secure the door, keep out of sight, keep phones on silent, stay quiet; no movement between rooms until told otherwise.
- If you hear the lockdown alarm or receive a lockdown instruction:
 - Indoors: stay in the room; secure the door if possible; lights down; keep away from windows; wait.
 - Outdoors: go to the nearest securable room or, if directed by staff, to a named place of safety.
- The all-clear will be given by on-site staff or the police. Do not move until told it is safe.

Scan the QR code to listen to the Lockdown sound.



Fire Safety Procedures

This Fire Safety Procedure outlines the responsibilities and required actions of all hirers to ensure the safety of everyone using the facilities. It applies to all third-party events, activities, and bookings on the premises.

Hirers Responsibilities

The Lead Contact (as named on the Hire Agreement)

- Holds overall responsibility for fire safety compliance for their group during the hire period.
- Ensures all staff and attendees understand evacuation routes and procedures.
- Must appoint a Group Leader to be on-site if they are not present.

A Group Leader

- Acts on behalf of the Lead Contact to manage fire safety if the Lead Contact is absent.
- Must be familiar with the fire alarm system, escape routes, and assembly points.
- Supervises attendees and ensures correct evacuation procedures are followed.

Scan the QR code to listen to the Fire Alarm sound.



Fire Assembly Point: Main Playing Fields



Prior to and During a Booking

- Before a hire begins, on-site staff will show the Lead Contact or a Group Leader how to operate the fire alarm, highlight the fire escape routes for the booked facilities, and show the fire assembly point. They will also indicate the locations of manual fire alarm call points and fire extinguishers.
- The Lead Contact is responsible for ensuring all of their staff and attendees are aware of the evacuation procedures, the nearest fire exits, and the assembly point.
- The group should keep a register of attendees readily available to account for everyone if evacuation is necessary.
- The hirer should identify any attendees who may require extra assistance (e.g., people with disabilities or mobility issues) and plan for appropriate support, consulting with on-site staff in advance if required (PEEP).
- The group must keep all fire exits and evacuation routes clear, notifying on-site staff immediately if any obstructions are found.

Fire or Fire Alarm Activation

- On hearing the alarm (or discovering a fire), everyone must evacuate the building immediately.
- Do not stop to collect personal belongings.
- The Fire Assembly Point is the Main Playing Field. Please refer to the site map included in this document.
- Proceed calmly to the designated Fire Assembly Point using the nearest exit and wait for further instructions from on-site staff or the Fire Brigade.
- If using the Swimming Pool or Theatre, on-site staff will follow the specific procedures outlined in the Pool Safety Operating Procedure (PSOP) or those provided for the Theatre (e.g., during a performance). These specific procedures will be communicated in advance to the relevant hirers.

Group Leader Responsibilities During Evacuation

- Direct everyone out of the building, without compromising personal safety.
- Provide agreed-upon support to individuals who require additional help evacuating.
- Use the attendance register to verify that everyone is accounted for.
- If anyone is missing, inform the Fire Brigade or a member of on-site staff immediately.

Use of Fire Extinguishers

- Only attempt to tackle a small, manageable fire if it is safe to do so.
- Do not endanger yourself or others; the priority is to evacuate.
- If in doubt, leave the area and close the door behind you.

Alerting Emergency Services

- The fire alarm system will automatically notify the Fire Brigade, who will attend the premises; however, if there is any uncertainty, dial 999.
- Once safe and if not already met by on-site staff, the Group Leader should call one of the following contacts to confirm they are at the Fire Assembly Point and to await further instructions:
 - o Senior Premises Operative: 07823 539 256
 - o Security: 07823 539 253
 - o Senior Sports Assistant: 07702 103 454

Post-Evacuation

- Do not re-enter buildings until authorised by the Fire Brigade or on-site staff.
- Await further instructions from emergency services or on-site staff.
- Ensure your staff and attendees remain together at the Fire Assembly Point until all clear is given.

General Fire Safety

- Do not create a fire hazard. Keep combustibles away from heat sources, report likely electrical hazards to on-site staff (such as faulty plugs), and do not block fire doors. Do not use Fire extinguishers as not door stops.
- All electrical items should have received a Personal Appliance Test (PAT) before being bought on site. Our maintenance team are able to check electrical items provided this is arranged and agreed in advance.

Managing Accidents, Incidents and Near Misses

This guidance outlines procedures and responsibilities for anyone hiring our facilities in the event of an accident, incident, or near miss.

Hirer's Responsibilities

- Ensure each booking has a designated first aider on-site.
- Bring suitable first aid kits for the specific activity.
- Report all accidents, incidents, and near misses to on-site staff immediately.
- For serious incidents, always call 999 and inform on-site staff immediately.
- Provide sufficient details for the relevant report form for any accident, incident, or near miss.
- The School site is strictly a no nut, no sesame site. Hirers should be conscious to check all ingredients of products bought onto site.

Accidents and Medical Emergencies

During a booking, every hirer must ensure that a responsible, identified individual with a valid first aid qualification is on-site, and that they have brought sufficient first aid supplies suitable for their activities.

Depending on the scope and size of the booking, Alleyn's may require additional first aid cover to be arranged and will communicate this to the hirer in advance if needed.

Alleyn's may also have additional on-site first aid support available if required provided by Sports Assistants, Event Managers, or other identified staff. Group Leaders should be aware of contact details so that on-site staff can be reached quickly in an emergency to assist.

All accidents and medical emergencies must be reported to the on-site staff immediately.

N.B. Alleyn's offers a range of first aid courses available for hirers to book if additional staff training is required. For more information, please speak to the staff member who confirmed the booking.

Actions

1. Provide First Aid

- A responsible person (with a valid first aid qualification) should administer immediate treatment.
- Hirers are responsible for bringing suitable first aid supplies for their activities; however, basic first aid supplies are available at various points on-site.
- Contact on-site staff for additional support as soon as possible.
- If needed, restrict access to the area to prevent further harm or additional accidents.

2. Contact Emergency Services if Necessary

- o In serious cases (e.g., suspected fractures, significant bleeding, unconsciousness), dial 999 immediately.
- o Inform an on-site contact that the emergency services have been called so that access to the site/facility can be provided.

3. Reporting

- o Complete and submit an Accident Report Form to the School as soon as possible (within 24 hours), including details of the accident, time, location, and individuals involved.
- o An Alleen's School Accident Report Form is available from on-site staff and should be completed by our staff with input from the hirer.
- o Alternatively, hirers may complete their own Accident Report Form, but a copy must be shared with the school within 24 hours.
- o Under certain circumstances, accidents and near misses must be reported to the Health and Safety Executive (HSE); this will be managed by the school if required.

Equipment to Support Medical Emergencies

A range of equipment is available on-site to assist in medical emergencies. Hirers should familiarise themselves with the locations of this equipment to ensure a prompt response if required.

AEDs (Defibrillators)

AEDs / defibrillators are portable devices used to treat sudden cardiac arrest. The defibrillator located on the exterior of the Portakabin (near the Main Building and E-Block, next to the main astro pitch) is always accessible in an emergency. Please refer to the site map included in this document for the location.



Defibrillators are also available at the following locations but depending on the time-of-day accessibility may vary:

- Senior School Reception (behind the desk, Main Building)
- Swimming Pool (ground floor, left side of entrance lobby)
- The Well, Senior School
- Top Field (Girls' Changing Room) – Code: C9876
- Junior School Medical Room

Emergency Generic Auto-Injectors (AAIs)

In certain circumstances (e.g., suspected anaphylaxis), emergency adrenaline auto-injectors may be available for use:

- Locations
 - o Dining Hall
 - o Theatre Café (EA Bean)



If an AAI is required, please contact an on-site contact immediately. Depending on the time-of-day on-site staff may need to open buildings to access the AAI.

- Usage Guidelines
 - For adults known to be at risk of anaphylaxis whose own AAI is unavailable or malfunctioning
 - Under direction from 999 operators
 - If in doubt, for adults, administer the AAI and call 999.

Incidents

“Incidents” refer to any unforeseen issues that require attention but do not necessarily involve injury, such as:

- Security: Unauthorised access or suspicious behaviour
- Property Damage: Vandalism, broken equipment, structural issues
- Environmental Hazards: Chemical spills, leaks

Actions

1. Assess Risk

- If there is an immediate danger, evacuate the area/react as appropriate to minimize risk and contact on-site staff immediately.
- In serious cases, call 999. Inform an on-site contact that the emergency services have been called so that access to the site/facility can be provided.

2. Contain or Control Risk (If Safe)

- On-site staff should contain and control risks where it is safe to do so.
- For example, shut off water in the event of a major leak or isolate a hazardous area.

3. Reporting

- On-site staff will inform senior staff as soon as possible and an Incident Report will be completed including key details (what happened, time, location, individuals involved).

4. Follow-up

- Depending on the issue follow-up actions may include further investigation by the school - involving external bodies if necessary - and putting preventative measures in place such as repairs or policy updates.

Near Misses

A near miss is any unplanned event that could have caused injury, ill health, or damage, but did not. Reporting near misses helps identify and address hazards before they lead to harm, for example:

- A piece of equipment collapsing without injuring anyone.
- Spotting a wet floor or trip hazard in time to prevent an accident

Actions

1. Notify On-Site Staff

- Ensure others are aware of the issue so there is no further risk posed by the hazard.
- Contact on-site staff immediately for assistance.
- Provide details of the observed issue, potential risks, and the time/location.
- Site staff will complete the Near-Miss Form.

2. Follow-up

- o On-site staff will assess the situation.
- o They will address the hazard immediately or inform the relevant internal departments so prompt action can be taken.
- o Depending on the risk, further actions could include maintenance, hazard removal, or additional staff training.

Safeguarding & Child Protection

Safeguarding Contacts

- Email: Safeguarding@alleyns.org.uk
- Mel Joel, Assistant Head, Safeguarding and Designated Safeguarding Lead (DSL) - Whole school: 0208 557 1502
- Oliver Watkins, Co-Commercial Director, Deputy Designated Safeguarding Lead (DDSL) - External Activities: 020 8557 1557

Safeguarding & Child Protection Policies

- [Safeguarding and Child Protection Policy, Alleyn's School](#) [Whole School]
- [Third Party Hire, Safeguarding & Child Protection Policy](#) [For External Hire]

Safeguarding is vital to protect the safety and well-being of children, young people (under 18), and vulnerable adults using our facilities. This is a shared responsibility, and it is essential that any concerns involving children, young people, or vulnerable adults are reported immediately.

The contacts and school policies are provided above to ensure you know how to raise concerns and access key Safeguarding information.

All allegations of abuse or neglect by staff must be reported to the school's Designated Safeguarding Lead (DSL) or a Deputy DSL (DDSL) within 24 hours. Where appropriate, cases will be referred to the Local Authority Designated Officer (LADO), the police, or other relevant authorities.

When Safeguarding & Child Protection Information Must Be Provided

As an educational institution, Alleyn's School is legally required to comply with statutory guidance, including *Keeping Children Safe in Education (KCSIE)* and *Working Together to Safeguard Children*.

When organisations or individuals in positions of trust work with children and young people—often without parental supervision—through activities such as after-school clubs, sports coaching, performing arts, community events, tuition, or holiday programmes, these are classified by the Government as out-of-school settings (OOSS) and are considered to be regulated activities. These differ from *unregulated activities* which are usually private arrangements that are not open to the public such as parent-organised birthday parties and fall outside OOSS requirements.

Although regulated activities operate independently of Alleyn's School's formal structure, *KCSIE* legislation requires us to ensure that all OOSS activities at our venues meet Safeguarding and Child Protection standards.

To meet our legal obligations and maintain a safe environment, we require organisations hiring our facilities who work with children, young people, and vulnerable adults to submit their Safeguarding and Child Protection policies. These requirements are detailed in our Third-Party Hire, Safeguarding & Child Protection Policy.

This ensures:

- The identification of your Safeguarding Lead or Welfare Officer
- Safeguarding procedures are established and understood by all staff and volunteers.
- All necessary checks, including DBS certifications, are completed for staff and volunteers.

For organisations working with vulnerable adults, we expect compliance with *The Care Act* and the principles of the *Mental Capacity Act*.

Guidance

Many organisations hiring our facilities and engaging in regulated activity already follow the guidelines set by their National Governing Body or Ofsted. However, some organisations may not belong or have access to these external support structures.

The following guidance is provided for organisations or individuals working with children and young people. It aims to direct you to appropriate advice and support to help you prepare the required information that is proportionate and reasonable for the activities you provide.

- [After-school clubs, community activities, and tuition: Safeguarding guidance for providers](#)
- [NSPCC: A summary of After-school clubs, community activities, and tuition: safeguarding guidance for providers](#)

Collecting Information

To gather safeguarding information and confirm agreement to key requirements, we have created an online form, available [here](#) (and listed below). This form must be completed by all organisations hiring our venues that work with children and young people in positions of trust engaging in regulated activity.

Organisations are required to submit this information annually or sooner if there are changes to:

- The Safeguarding Lead or Welfare Officer, or
- The Safeguarding or Child Protection policy.
- Form to complete: [Third Party Hire - Safeguarding Compliance Form](#)

We understand that navigating Safeguarding requirements can be complex. Our team is here to support you. If you have any questions or need assistance, please contact us at enterprises@alleyns.org.uk

Site Safety Map: Staff Locations, Medical Equipment, and Fire Assembly Point

Senior Sports Assistants (Including First Aid Support) - Swimming Pool Building | 07702 103 454
Concierge / Out of Hours Reception (Site Security) - Townley Lodge | 07823 539 253 or 0208 299 8019

