

Hiring and letting of school buildings

This guidance highlights considerations that you should take when hiring out your premises in order to minimise risks

For queries about your policy cover or claims, please contact your Insurance Broker or Ecclesiastical.



The hiring out of school buildings can prove a useful additional income stream.

The use of your buildings by third parties introduces the potential for significant property damage and liability risks, which will require careful control and management.

An assessment should be carried out for all hiring and letting, taking into account such factors as the nature of the activities and of the participants. You may need to consider whether there will be a need to prevent access to other parts of the building, or other parts of the site that fall outside the hiring agreement. If activities take place during school hours, or external participants may come into contact with students, you will need to review the adequacy of your safeguarding arrangements and take any necessary further actions identified.

Letting events should be restricted to those identified as acceptable, for example use of a building by a local playgroup may be considered appropriate, whereas birthday parties may not.

You should consider the types of events, their frequency and attendance numbers, with due regard to such matters as security, fire evacuation requirements, and wear and tear on the property. All relevant parties should be involved in this process.

It may be that you consider allowing members of the public to use your sports hall, for example, outside of school hours or in the holidays. Suitable induction should be provided to those unused to the equipment and you should consider supervision, first aid provision etc., relative to the nature of the activities and those taking part.

You should create a procedures document to be followed by hirers when using the property, which could include for example, the parts of the school which the hirers are permitted to use and during what days and times as well as what school equipment they are allowed to use. Hirers should sign up to these procedures prior to events taking place and a formal hiring agreement should be signed. Arrangements should be in place to ensure that there is proper coordination and cooperation between the school and hirers during letting events., including a means of notifying the school of any defects/faults in the building or any school equipment the hirers are permitted to use. It is good practice to occasionally observe hirers events to ensure it meets your understanding and expectations.

The school will have its own Public Liability (PL) insurance but this does not extend to cover other parties. Hirers should have their own PL insurance covers in place with an adequate level of indemnity and should prepare risk assessments for their activities, copies of which should be made available and retained by the school.

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