

Hire of External Premises

This policy is of relevance to students / staff / applicants / general public / alumni
{delete as appropriate}

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Approved by	Operations Board
Written by	Facilities

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1. Policy Aim

This policy is in response to the School's responsibility for and duty of care to students, staff and public which extends beyond the confines of the Guildhall School estate to include offsite storage, rehearsal, administrative and performance spaces.

The aim of this policy is to clarify the procedure regarding the selection and booking of both hired and rented spaces outside of the School's estate and Cultural Quarter to ensure best use of facilities and funds as well as the safety of students, staff and public, and protecting the School's reputation.

2. Definitions

- a. Hired Spaces – are booked for a fixed period usually lasting days or weeks e.g. performance venues and rehearsal spaces etc.
- b. Rented Spaces – (or leased spaces) are booked exclusively for a long or undefined term e.g. Stores located in car parks, Offsite office space etc.
- c. The Cultural Quarter refers to the Guildhall School and Barbican Arts Centre Estate and LSO St. Luke's.
- d. Guildhall School refers to the current School estate covering the following: Silk Street Building, Sundial Court, Milton Court, John Hosier Annexe, Milton Court, John Bunyan Stores and Car Park 2 Store.

3. Policy – General

3.1 Contracts should be completed in liaison with City Solicitors and a copy filed with the Facilities Department.

3.2 All financial matters must be consulted with the School's Finance Dept.

3.3 In selecting a space, its intended use must be fully considered to ensure suitability i.e. it's no good having a percussion store if the only door into it is too small for a timpani to fit through. Also consideration must be given to the safety of those accessing the space i.e. is the access route well lit and how might equipment be transported to and from the store?

3.4 Safety systems, roles and responsibilities must be clearly defined and understood by all using the space before access is permitted i.e. where to evacuate to, what to do if medical help is required, who to call to change a light bulb etc.

3.5 If a space has shared or split occupancy or shared use of services then clarification must be had in writing as to responsibilities and if appropriate a Service Level Agreement (SLA) in place prior to contracts being signed.

3.6 Lone working should be discouraged, however if unavoidable relevant risk assessments must be completed before hand.

3.7 Public events must not take place without appropriate licensing, insurance and suitable arrangements for Front of House management. The Facilities

Department can assist with this but require a minimum of 3 months' notice to make necessary arrangements.

4. Policy – Hired Spaces

4.1 Outside premises should only be hired if;

- It provides a teaching opportunity that can't be provided at the School.
Or
- It provides a facility not currently available at the School.
- It does not extend to spaces hired for staff away days or meetings off site, as long as they don't involve students or public.

4.2 It is the responsibility of the department head to ensure that details of the hire and associated risk assessments are submitted to the School's Operations Board for approval prior to any contracts being signed.

In the case of venues or spaces that are used more than once in a calendar year it's not necessary to produce or review risk assessments each time the space is hired, however these should be reviewed annually or following a major incident.

4.3 In selecting a space, due diligence should be exercised with regards to health and safety and an inspection should be arranged with the Head of Estates and Facilities to verify suitability as far as security, licensing and health and safety.

4.4 Contact details for those using the space must be held with the department for use in emergency and a responsible person(s) must be appointed to ensure the space is clear at the end of each day.

4.5 When selecting a space consideration must be given to transport links and the surrounding neighbourhood, especially if staff and students are likely to be lone working or working unsocial hours. Please refer to the UK Travel Policy in this regard.

5. Policy – Rented/Leased Spaces

5.1 When the need for additional space has been identified it must be discussed with the Head of Estates and Facilities in the first place in order to determine if there is an opportunity within the Cultural Quarter.

If none is forth coming or suitable then opportunities should be considered in the nearby vicinity and within the CoL.

Finally if nothing is found nearby or within control of the City then alternatives can be considered.

5.2 If works are needed to be done to the space to make it fit for use then the School's Engineering Operations Manager and or Project Manager must be

consulted at the earliest opportunity to ensure schedules and budgets for utilising the space are realistic.

The following points are by no means an exhaustive list of things to consider:

- Can the work be done in house or does it need to be contracted out? (nb as of Sept 2012 projects over £3000 should be handled by Projects Team)
- Is planning permission required?
- Has the District Surveyor been consulted?

5.3 When selecting a space consideration must be given to transport links and the surrounding neighbourhood, especially if staff and students are likely to be working unsocial hours or alone. Please refer to the UK Travel Policy in this regard.

5.4 In budgeting for the new facility consideration must be given to not only rent but also rates, insurance and services.

5.5 Consideration must be given to logistics of supporting a space be it technical or staffing support and response times for support. The appropriate departments must be liaised with accordingly prior to contracts being finalised.

5.6 When a viable space has been identified and before any contracts are signed a business case must be submitted to the relevant Department Director and Director of Buildings and Operations containing the following:

- Why it is required?
- Likely period of use?
- Basic cost and from where this cost will be met?
- Ancillary costs? (power, heating, lighting, insurance)
- Building costs to make it fit for use (inc walls, doors, power, furniture)
- Responsibilities for what i.e. maintenance etc and associated SLA(s)
- Completed risk assessments (if necessary)
- Signed off by Head of Department
- Signed off by Head of Estates and Facilities
- Signed off by Head of Finance