

Checklist for Hirer

Check

1

Northern Star Academies Trust (NSAT) Terms and Conditions read and digested.
Booking form completed, signed and returned to Lettings Officer.

Supply reference if requested.

Check

2

Provide copy of public Liability insurance to Lettings Officer.
Provide sight of copies of the Child Protection Policy, CRB checks and safe recruitment procedures (as appropriate) for all organisations providing services to children.

Check

3

Carry out risk assessment and give copy of completed risk assessment to Lettings Officer.

Check

4

Make yourself familiar with of Fire evacuations procedures and location of fire exits.

Check

5

Ensure provision of adequate first aid equipment at every session and an allocated first aider identified.
Ensure first aider aware of location of defibrillator equipment.

Check

6

Ensure that if you need to make amendment to your booking, adequate notice is provided to ensure no costs are incurred ie for full refund over 10 days notice required. (see T and Cs)

Hirer: Signed.....

Hirer: Print Name.....

Dated

Signed.....Representative of Northern Star Academies Trust