

UCC

UPPINGHAM COMMUNITY COLLEGE

Conditions of Hire

Community and Commercial Lettings 2026/2027

Effective 1 September 2026 to 31 August 2027

Normal hire times	School terms and school holidays: Monday-Friday 17:00-21:00; Saturday-Sunday 09:00-16:00. Bank holidays, College closure dates and examination restrictions are excluded unless expressly agreed.
Outside normal hours	Available only by prior written agreement and subject to additional staffing, utilities, security and/or cleaning charges.
Mandatory online form	The UCC Microsoft Form must be completed in full for every new or renewed booking. Completion of the form does not guarantee the booking.
Booking confirmation	No booking is guaranteed or confirmed until all required paperwork has been received in advance and the College has issued written confirmation.
Sign In App	All hirers, organisers, coaches, staff, volunteers, participants and visitors must sign in and out using the Sign In App QR code displayed at the agreed entrance. The lead hirer must verify compliance and retain an accurate group register.
Bookings / cancellations	externallettings@ucc.rutland.sch.uk or sitestaff@ucc.rutland.sch.uk
Finance queries	finance@ucc.rutland.sch.uk
Included access	Access is limited to the booked facility, agreed routes and designated toilet facilities. Changing rooms, showers, equipment and additional areas must be booked separately where available.

MANDATORY BOOKING FORM

Complete the Microsoft Form in full before any booking can be considered:

<https://forms.cloud.microsoft/e/x3tApziV6e>

All supporting paperwork must also be received in advance. A form submission, provisional date or previous booking does not constitute confirmation.



These conditions form part of every booking agreement. The hirer is responsible for ensuring that all organisers, staff, volunteers, contractors, participants and visitors comply with them.

Important - named responsible person

The hirer must nominate a responsible adult who remains on site throughout the hire, is contactable by mobile telephone, verifies Sign In App registration, maintains the group register and takes responsibility for supervision, safety, emergency arrangements, conduct and the condition of the premises.

1. General conditions

- 1.1** The premises may only be used for the activity, times, areas and number of persons approved in the written booking confirmation. Any material change requires prior written approval.
- 1.2** Bookings are normally made on the hour. For one-hour sports bookings, the activity must finish after 55 minutes to allow safe changeover, inspection and access for the next user.
- 1.3** The hirer must complete the UCC online Microsoft Form in full at <https://forms.cloud.microsoft/e/x3tApziV6e> and provide every document requested by the College, including the signed declaration/indemnity, insurance evidence, risk assessments, safeguarding assurance and licences where applicable.
- 1.4** A requested date is provisional only. No booking is guaranteed or confirmed until all required information and paperwork has been received in advance, checked as satisfactory and written confirmation has been issued by the College.
- 1.5** The hirer may not assign, transfer or sublet the booking, nor allow another organisation to use the premises, without prior written approval.

- 1.6** Authorised College or Trust representatives may enter any hired area at any time to carry out their duties, inspect compliance or respond to an emergency.
- 1.7** The College may refuse, suspend or terminate a booking where the activity is unsuitable, unlawful, unsafe, conflicts with College operations or values, creates a safeguarding concern, or breaches these conditions.
- 1.8** Failure to comply with these conditions may result in additional charges, immediate termination of the booking and refusal of future bookings. No variation is valid unless confirmed in writing by an authorised College representative.
- 1.9** The College is a school site. Hirers must respect neighbours, students, staff, other users and the local community and comply promptly with reasonable instructions from site staff.

2. Fees, invoicing and additional charges

- 2.1** Charges will be based on the published UCC Lettings Price List 2026/2027 and the facilities, duration and category of hire confirmed. VAT will be added where legally applicable.
- 2.2** Additional charges may be applied for staffing outside normal hire times, security, specialist supervision, large room set-ups, utilities, equipment, changing/shower facilities, cleaning, waste removal, damage, late departure or other exceptional running costs.
- 2.3** Block-booking invoices are normally raised termly in advance and must be paid by the due date stated on the invoice unless a different arrangement is agreed in writing by Finance.
- 2.4** All outstanding balances must be cleared before further bookings are confirmed. The College may suspend future sessions where an invoice remains overdue.
- 2.5** The College may require a refundable deposit or payment in advance for one-off events, higher-risk activities, commercial bookings or bookings involving significant set-up or cleaning.
- 2.6** Any waiver or reduction of fees must be authorised in writing. The College may revise charges for future bookings; a confirmed quotation will not normally change unless booking details, costs or legal tax treatment change.
- 2.7** Where a booking overruns, charging will normally be rounded up to the next full hour and any additional staffing costs will be added.

3. Cancellation and changes

- 3.1** Regular or block-booked sessions must be cancelled in writing to the Premises Manager by 12:00 noon on the day of hire. Cancellations received after that time, or non-attendance, may be charged in full. Different notice periods may be stated for one-off or large events.
- 3.2** The College may amend or cancel a booking where required for examinations, statutory academic activity, safeguarding, health and safety, emergency works, adverse weather, utility failure, public health, security or another circumstance outside its reasonable control.
- 3.3** Where the College cancels, it will use reasonable endeavours to offer an alternative date or facility, or issue a credit/refund for the affected hire fee. The College is not responsible for indirect costs, loss of income or other consequential loss.
- 3.4** The College alone will determine whether the ATP/3G pitch or outdoor facilities are safe for use. Ice, snow, lightning, flooding, extreme heat, surface contamination or other unsafe conditions may result in closure. A hirer seeking a weather-related credit must obtain written agreement from the Premises Manager.
- 3.5** Hirers must leave promptly at the end of the booked period. Set-up and clearing away must be completed within the booked time unless additional time has been purchased.
- 3.6** The Sports Hall and other areas may be unavailable during mock examinations, public examinations and College events. Dates will be communicated as early as practicable but may be subject to change.

4. Insurance, liability, loss and damage

- 4.1** The hirer is responsible for loss, damage, injury or expense arising from its activities, equipment, organisers, participants, visitors or contractors, except to the extent caused by the negligence or breach of duty of the College or Trust.
- 4.2** The hirer must maintain public liability insurance with a minimum indemnity limit of £5 million for each occurrence, or a higher limit if required by the College or its insurers. Employers' liability insurance must be held where legally required.
- 4.3** Evidence of current insurance must be supplied before the first booking and whenever a policy is renewed. The College may request confirmation that the proposed activity is covered by the policy.
- 4.4** Damage, breakage, defects, spills or contamination must be reported to site staff immediately and confirmed in writing within 24 hours to externallettings@ucc.rutland.sch.uk or sitestaff@ucc.rutland.sch.uk.
- 4.5** The College accepts no responsibility for loss of or damage to vehicles, equipment, clothing or other property brought onto the site unless caused by the College's negligence. Property must not be left on site without written approval.
- 4.6** The hirer will be charged the reasonable cost of repair, replacement, specialist cleaning, call-out or other remedial work resulting from the hire.

5. Safeguarding children and adults at risk

- 5.1** Where the hire involves children under 18 or adults at risk, the hirer must have appropriate safeguarding and child protection arrangements in place and comply with all applicable legislation and statutory guidance.

- 5.2** The hirer must provide assurance, and copies where requested, that it has suitable safeguarding policies and procedures, a named safeguarding lead, a staff/volunteer code of conduct, safer recruitment arrangements and procedures for responding to concerns and allegations.
- 5.3** The hirer is responsible for ensuring that all required Disclosure and Barring Service and barred-list checks have been obtained for eligible roles and that no person is permitted to undertake regulated activity where they are barred or otherwise unsuitable.
- 5.4** Children and adults at risk must be appropriately supervised at all times. The hirer must have safe arrival, registration, collection and missing-person procedures and prevent access to unbooked areas of the College.
- 5.5** Any safeguarding concern, disclosure or allegation connected with the hire must be reported immediately to the College's Designated Safeguarding Lead or the senior member of staff/site staff on duty. The hirer must not delay reporting or conduct its own investigation before seeking safeguarding advice.
- 5.6** The hirer must cooperate fully with the College, Local Authority Designated Officer, children's or adult social care, the police and any other relevant authority. The College may suspend the booking while a concern is assessed.
- 5.7** Photography, filming, live-streaming and personal data must be managed lawfully. The hirer must obtain appropriate consent, protect children's identities and must not photograph College pupils, records, displays or restricted areas without permission.
- 5.8** Site staff provide premises support only and are not responsible for supervising the hirer's children, participants or activities.

Safeguarding condition of hire

The College may inspect safeguarding documents and seek further assurance before or during a booking. Failure to provide satisfactory assurance will result in the booking being refused, suspended or cancelled.

6. Health, safety and event management

- 6.1** The College is responsible for the safety of the premises and facilities it provides. The hirer is responsible for managing the health and safety risks created by its activity and for cooperating and coordinating with the College and other users.
- 6.2** The hirer must read, understand and comply with the UCC base Lettings, Community Use and External Hirer Events Risk Assessment (RA-027) reproduced at Appendix C.
- 6.3** RA-027 does not replace the hirer's own suitable and sufficient activity/event risk assessment. The hirer must appoint a competent person to plan and manage the activity and supply risk assessments and, where relevant, method statements before the booking when requested.
- 6.4** Large, unusual or higher-risk events may require an event management plan covering crowd numbers, stewarding, traffic, security, fire, evacuation, first aid/medical provision, welfare, accessibility, weather, communications, contractors and emergency arrangements. The College may set a submission deadline as a condition of confirmation.
- 6.5** The hirer must not exceed the occupancy limit for any space and must maintain safe gangways, entrances, exits and escape routes. Doors, fire doors, alarms, extinguishers, emergency lighting and other safety systems must not be obstructed, wedged open, covered, altered or misused.
- 6.6** Before the activity starts, the responsible person must familiarise themselves and relevant staff with the pulsing fire alarm siren, nearest call point, escape routes, Gate 2 route to the Artificial Turf Pitch fire assembly point, emergency contacts, AED location and any lockdown or security instructions. The hirer must account for all participants during an evacuation.
- 6.7** The hirer must identify anyone who may need assistance to evacuate and make suitable personal emergency evacuation arrangements. Access requirements and reasonable adjustments must be discussed with the College in advance.
- 6.8** The hirer must undertake a first-aid needs assessment and provide adequate and appropriate trained first-aid personnel, equipment and arrangements for participants and visitors. The presence of an AED or site staff does not replace the hirer's first-aid responsibilities.
- 6.9** In an emergency, call 999 where required, then notify site staff immediately. The hirer must follow all instructions given by emergency services or authorised College staff.
- 6.10** All accidents, injuries, near misses, dangerous occurrences, safeguarding-related injuries and damage must be reported to site staff immediately and confirmed in writing within 24 hours. Each party remains responsible for any statutory reporting duty that applies to it, including RIDDOR where relevant.
- 6.11** Any equipment brought onto site must be suitable, safely installed, used by competent persons and maintained to prevent danger. Electrical equipment must be in safe condition with evidence of appropriate inspection and testing where requested; a current PAT label may be accepted as evidence but is not the only acceptable method.
- 6.12** The hirer must obtain prior written approval before using temporary electrical installations, generators, gas appliances, cooking equipment, inflatables, stages, climbing equipment, smoke machines, lasers, pyrotechnics, naked flames, candles or any item presenting an elevated fire, structural or electrical risk.
- 6.13** Hazardous substances, chemicals, cleaning agents or compressed gases must not be brought onto site without prior approval. Where approved, the hirer must provide relevant safety data, COSHH assessments, secure storage and spill/emergency arrangements.
- 6.14** The hirer is responsible for safe manual handling, work at height and the activities of its contractors. Drilling, fixing, alteration of the building fabric or access to roofs, plant rooms, electrical rooms or restricted spaces is prohibited unless expressly authorised.

- 6.15** Food preparation, sale or service must comply with food hygiene and allergen requirements. The hirer must manage allergies, cross-contamination, temperature control and any necessary food-business registration or approvals.
- 6.16** The hirer must take reasonable steps to prevent overcrowding, violence, disorder, harassment, unsafe behaviour and the admission of intoxicated persons. Additional security or stewarding may be required at the hirer's cost.
- 6.17** Vehicles must use designated routes and parking areas, obey site signage and speed restrictions and keep emergency access clear. The hirer is responsible for any event-specific traffic or pedestrian management required.
- 6.18** The College may stop an activity immediately where there is an imminent risk, serious non-compliance or failure to follow a safety instruction. Fees will not be refunded where stoppage results from the hirer's breach.

7. Use of premises and facilities

- 7.1** Smoking, vaping and the use of e-cigarettes are prohibited throughout the College site, including buildings, grounds, sports areas and car parks.
- 7.2** Animals are not permitted other than recognised assistance dogs or where specific written approval has been given for an activity and suitable controls are in place.
- 7.3** College equipment is not included unless listed in the booking confirmation. The hirer must visually inspect any equipment before use, use it only for its intended purpose and report defects immediately.
- 7.4** Heating, ventilation, lighting, alarms, controls and electrical systems must not be adjusted. Site staff should be contacted if assistance is required.
- 7.5** The hirer must leave all areas clean, secure and orderly, remove its property and waste, return furniture to the agreed layout and report any issue before leaving. Additional cleaning or waste charges may be applied.
- 7.6** No decorations, notices, tape, fixings, adhesives or other materials may be attached to floors, walls, doors, ceilings, glazing, equipment or external surfaces without prior approval.
- 7.7** Noise must be kept at a reasonable level. Amplified sound, public-address systems and outdoor music require prior approval and must comply with any licence conditions and site instructions.
- 7.8** Food, chewing gum and sweets are not permitted in the Sports Hall or on the ATP/3G pitch. Water in suitable closed containers is permitted unless advised otherwise.
- 7.9** Sports Hall users must change into clean, non-marking indoor footwear before entering. Junior groups must not enter until their responsible adult is present and supervision is in place.
- 7.10** ATP/3G users must use clean footwear suitable for the playing surface. Metal studs and blades are prohibited. Access must be via designated paths and gates to reduce contamination of the surface.
- 7.11** The hire does not permit access to classrooms, offices, stores, plant areas or any space not identified in the booking. Designated toilets are included; changing rooms, showers or other facilities are only available where expressly booked.
- 7.12** The hirer must not engage in unlawful, discriminatory, extremist or otherwise inappropriate activity and must comply with the College's equality, safeguarding and community standards.
- 7.13** The hirer must notify the College promptly of any infectious illness, contamination or other public-health issue that may affect the premises or other users and follow any reasonable control measures required.

8. Licensing, alcohol, copyright and permissions

- 8.1** The hirer is responsible for identifying and obtaining every licence, consent, permit or approval required for its activity unless the College confirms in writing that an existing College authorisation covers it.
- 8.2** Licensable activities may include the sale or supply of alcohol, certain entertainment, film exhibitions, music, dancing, indoor sporting events, late-night refreshment, lotteries or gaming. A premises licence or Temporary Event Notice may be required.
- 8.3** Alcohol may only be sold, supplied or consumed with the prior written approval of the Headteacher or authorised senior leader and in full compliance with licensing law and any conditions imposed by the College.
- 8.4** The hirer must obtain all necessary music, dramatic, film, broadcast and other copyright permissions and indemnify the College against claims arising from unauthorised use.
- 8.5** The hirer must observe all conditions attached to a licence or permission and supply copies to the College before the booking. The College may refuse an activity if the required authorisation is not in place.

9. Security, access, Sign In App and data protection

- 9.1** All hirers, organisers, coaches, staff, volunteers, participants and visitors must sign in on arrival and sign out on departure using the Sign In App QR code displayed at the agreed entrance, unless the College has confirmed an alternative group-registration process in writing.
- 9.2** The lead hirer must verify that sign-in is complete, maintain an accurate attendance register for their own group and make it immediately available for roll call or emergency response. Sign In App registration does not replace the hirer's own safeguarding or attendance records.
- 9.3** The hirer must follow agreed arrival and departure arrangements, prevent unauthorised entry and ensure that doors, gates, keys, fobs and access codes are not shared or misused.

9.4 Registers, emergency contacts and personal information must be stored securely and removed from site after the booking. The hirer is responsible for complying with UK data-protection law in relation to information it collects or uses.

9.5 CCTV and access-control systems operate on the College site for safety and security. The hirer must not interfere with cameras, sensors, signs or security equipment.

9.6 Any suspicious behaviour, unattended item, threat, security concern or unauthorised person must be reported immediately to site staff. Hirers must follow any evacuation, invacuation or lockdown instruction.

10. Breach, termination and review

10.1 The College may terminate a booking immediately where there is a serious breach of these conditions or a risk to safety, safeguarding, security, property, reputation or College operations.

10.2 Where a booking is terminated because of the hirer's breach, the hirer remains liable for charges due and for any additional loss, damage or remedial costs reasonably incurred.

10.3 These conditions apply for the 2026/2027 letting year and may be updated where legislation, statutory guidance, insurance requirements or College arrangements change. Material changes will be communicated to affected hirers.

10.4 If any provision is found to be invalid or unenforceable, the remaining provisions will continue to apply.

Appendix A. Hirer compliance checklist

Every booking must begin with the mandatory Microsoft Form. Additional documents depend on the nature and risk of the booking. The College may request further information before confirmation.

- ☐ Mandatory UCC Microsoft Form completed in full: <https://forms.cloud.microsoft/e/x3tApziV6e>
- ☐ All supporting paperwork received in advance and written booking confirmation issued by UCC.
- ☐ Signed acceptance of the Conditions of Hire and indemnity/declaration.
- ☐ Named responsible person and on-site emergency contact number.
- ☐ Sign In App QR-code arrangements understood; lead hirer will verify sign-in/out and maintain an accurate group register.
- ☐ Current public liability insurance certificate (minimum £5 million or higher if specified).
- ☐ Employers' liability insurance where legally required.
- ☐ UCC RA-027 read and accepted, plus the hirer's own activity/event risk assessment and relevant method statements.
- ☐ First-aid needs assessment and details of trained first-aid provision.
- ☐ Safeguarding and child protection policy where children or adults at risk attend.
- ☐ Named safeguarding lead and written assurance that required DBS/barred-list checks are in place.
- ☐ Arrival, registration, supervision, collection and missing-person arrangements for under-18s.
- ☐ Event management plan for large, unusual or higher-risk events.
- ☐ Fire, evacuation, accessibility/PEEP, crowd, security and traffic arrangements where relevant.
- ☐ Equipment inspection, electrical safety, installation or operator certificates where relevant.
- ☐ Food hygiene/allergen plan and required food-business approvals where relevant.
- ☐ Premises licence, Temporary Event Notice, alcohol, music, film or other permissions where relevant.
- ☐ Contractor insurance, competence and risk information where contractors are used.
- ☐ Any proposed use of inflatables, stages, generators, gas, cooking equipment, pyrotechnics, smoke effects or other higher-risk equipment declared and approved.

Appendix B. Emergency information for hirers

The named responsible person must brief organisers and supervisors before participants enter the facility and must retain an accurate attendance register.

Emergency	Required action
Fire alarm	The College fire alarm is a pulsing siren. Evacuate immediately by the nearest safe exit; do not collect belongings and do not attempt to extinguish the fire.
Assembly point	Use Gate 2 and assemble on the Artificial Turf Pitch at the designated Fire Assembly Point. Remain calm and quiet.
Roll call	Use the group register and Sign In App information to account for everyone. Report any missing person immediately and do not re-enter.
Emergency services	Call 999 for fire, police or ambulance when required, then notify site staff.

Emergency	Required action
AED	Familiarise yourself with the AED location. Call 999 and follow the device prompts. The hirer remains responsible for first-aid provision.
Accidents or damage	Inform site staff immediately and submit written details within 24 hours.
Lockdown/security	Follow site staff or emergency-service instructions immediately. Keep participants calm, accounted for and away from danger.
Unsafe conditions	Stop the activity and contact site staff. Do not attempt repairs or interfere with building, fire, electrical or security systems.

Appendix C. UCC base risk assessment for hirers - RA-027

Source: UCC Live Risk Assessment Pack, RA-027 "Lettings, community use and external hirer events", dated 15 April 2026. This base assessment applies to evening/weekend hire, sports clubs, community groups, elections, performances and reduced-school staffing periods. Unusual, higher-capacity or specialist events require an event-specific review.

Site / location		UCC buildings, grounds and operational areas	Assessment owner	Lettings / Site / Ops
People affected		Students, staff, volunteers, visitors, contractors, hirers and public	Assessment type	Whole-school live / essential operational
Date conducted		15 April 2026	Review	Annual base assessment + before unusual events
Hirer status		Must be read and complied with	Own assessment	Still required for the hirer's activity/event
Hazard	Who may be harmed / how	UCC base controls	Mandatory hirer actions	Final S/L/R
Hirers do not understand site rules, emergency arrangements or permitted areas	Visitors may misuse spaces or fail to respond safely in an emergency.	Booking terms, induction information and duty-staff contacts are provided.	Complete the Microsoft Form and paperwork in advance; attend/receive the local briefing; know fire, first aid, AED, permitted routes and restricted areas; brief all group supervisors.	2 / 1 / 2
Reduced staffing delays response to incident or building issue	Casualties, fire or safeguarding concerns may escalate more quickly out of hours.	Duty staff and contact arrangements are identified for approved hires.	Provide an on-site responsible person and mobile number; verify staffing/access before the event; maintain first-aid and emergency arrangements; contact site staff immediately when support is needed.	2 / 1 / 2
Hirer activity exceeds agreed use or introduces new hazards	The College may be exposed to uncontrolled sports, staging, catering, crowd or equipment risks.	Bookings are approved against known activities and spaces.	Do not vary the activity, numbers, equipment, times or areas without written approval. Submit a revised risk assessment/event plan for any non-standard change. Stop if conditions differ from those assessed.	2 / 1 / 2
Safeguarding boundaries between hirers and school areas are weak	Students, records or restricted areas may be accessed inappropriately.	Zoning, locking, site patrol arrangements and signage are used.	Use only the booked areas and agreed routes; supervise children/adults at risk; comply with Sign In App and own-register requirements; prevent tailgating and access to restricted areas; report concerns immediately.	2 / 1 / 2

Emergency arrangements required by RA-027

What could go wrong?	Unsupervised public access, unclear responsibility, reduced emergency cover, damage to College areas or safeguarding boundary failures.
Prevention / control	Maintain competent supervision, suitable equipment/PPE, clear communication routes, local induction, incident reporting and escalation. Restrict access to unsafe areas and stop the activity if conditions are not as planned.
Response	The nearest competent person makes the area safe, summons support and calls 999 immediately for a life-threatening situation. Site/College staff support emergency access, communication and isolation of the area.

Non-routine changes

Staff absence, weather, site works, unusual occupancy, contractors, events or equipment failure can alter arrangements. Before starting, confirm supervision, communications, access, emergency equipment and who leads the response.

Hirer acknowledgement of RA-027

By signing the declaration at Appendix F, the hirer confirms that RA-027 has been read and understood, that the mandatory controls will be implemented and that a separate activity/event risk assessment will be completed where required.

Appendix D. Fire instructions for hirers

The displayed site fire instructions confirm that the alarm is a pulsing siren and that hirers must use Gate 2 to assemble on the Artificial Turf Pitch.

FIRE INSTRUCTIONS

If you discover a fire –

Raise the alarm by pressing the nearest fire alarm call point

YOUR NEAREST FIRE ALARM CALL POINT IS ON THE WALL

At the main **EXIT** leading from this building

On hearing the fire alarm siren –

Leave the building by the nearest safe exit

Using **GATE 2 assemble on the Artificial Turf Pitch**

THE FIRE ALARM IS A PULSING SIREN

**DO
NOT**

- RUSH or PUSH
- STOP to collect personal belongings
- RE-ENTER the building until instructed
- Attempt to EXTINGUISH the fire

REMAIN CALM AND QUIET

Please assemble in silence at the **Fire Assembly Point**

Appendix E. UCC fire route plan

The plan identifies the Artificial Turf Pitch fire assembly point, Gate 2 and the main site layout. Hirers must also follow local "You are here" signage and the nearest safe exit.



Appendix F. Hirer declaration

I confirm that I am authorised to accept these Conditions of Hire on behalf of the hirer. I confirm that the mandatory Microsoft Form has been completed in full; that all required paperwork has been supplied in advance; that UCC RA-027, fire instructions and Sign In App requirements have been read and understood; and that the booking will not be treated as confirmed until written confirmation is issued by the College.

Organisation / hirer	
Name	
Position	
Mobile number during hire	
Signature	
Date	
Booking reference	
UCC written confirmation received (date)	

Document control. Approval and review

Document owner	Premises Manager
Approval	Headteacher / Governing Body / Trust - to be completed on approval
Effective period	1 September 2026 to 31 August 2027
Version	2.0 - updated with 17:00 weekday start, mandatory Microsoft Form, Sign In App and RA-027
Scheduled review	July 2027, or earlier following a material legal, safeguarding, insurance or operational change
Protect Duty review	Review when substantive duties under the Terrorism (Protection of Premises) Act 2025 commence and as official implementation guidance develops

Prepared with reference to Keeping Children Safe in Education 2026 (in force from 1 September 2026), HSE event and first-aid guidance, fire-safety arrangements for the UCC site, the Licensing Act 2003 framework, and Home Office guidance issued under the Terrorism (Protection of Premises) Act 2025. The Trust's insurers and authorised governance body should approve the final issue.