

Emergency Evacuation Premises Agreement

This agreement is made on: 24 June 2026

Between: **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

and

Melbourn Village College
The Moor
Melbourn
SG8 6EF

1. Purpose

The purpose of this Agreement is to set out the terms under which Melbourn Parish Council will permit the Melbourn Village College to use the Premises as a temporary evacuation location in the event of an emergency affecting the College's normal site.

2. Premises

The premises covered by this Agreement are:

Melbourn Sports Pavilion
The Moor
Melbourn
("the Premises")

- Use is limited to the Premises as reasonably required in an emergency – to include the building and the recreation ground.

3. Terms of Agreement

- This Agreement is a **licence for temporary emergency use only** and does not create a tenancy or confer exclusive possession.
- This Agreement shall commence on 24 June 2026 and continue until terminated in accordance with clause 10.

4. Permitted Use

The School may use the Premises:

- Only in the event of a genuine emergency requiring evacuation.
- For temporary accommodation of students and staff.
- For the minimum period reasonably necessary.

5. Access and Notification

- The Parish Council will use reasonable endeavours to ensure access to the Premises in an emergency, subject to safety and availability.
- The College shall notify the Parish Council or nominated contact as soon as reasonably practicable when access is required.
- Access arrangements (keys / contacts) are set out in Schedule 1.

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6. Responsibilities of the College

The College agrees to:

- Retain full responsibility for the supervision, behaviour, safeguarding, and welfare of all students and staff.
- Ensure compliance with all relevant health and safety and safeguarding legislation.
- Use the Premises respectfully and only for the permitted purpose.
- Leave the Premises in a clean and tidy condition.
- Report any damage immediately.
- Indemnify the Parish Council against any claims, loss, or damage arising from its use of the Premises (except where caused by the Parish Council's negligence).
- Maintain appropriate insurance cover, including public liability insurance.

7. Responsibilities of the Parish Council

The Parish Council agrees to:

- Take reasonable steps to ensure the Premises are safe for use.
- Inform the College of any known hazards or restrictions.
- Maintain its own appropriate insurance cover.

8. Damage and Costs

- The School shall be responsible for the cost of repairing any damage caused during its use (fair wear and tear excepted)
- The Parish Council may recover reasonable costs for exceptional cleaning or repairs
- The Premises will be made available free of charge

9. Liability

- Each party shall be responsible for its own acts and omissions.
- The College accepts responsibility for all persons under its control while using the Premises.
- Nothing in this Agreement limits liability for death or personal injury caused by negligence or any other liability that cannot be excluded by law.
- The College confirms it has read and accepted the Risk Acknowledgement at Schedule 2.

10. Termination

Either party may terminate this agreement by giving 3 months written notice. Either party may terminate immediately if the other commits a material breach.

11. Review

This Agreement may be reviewed and updated at any time by mutual written agreement.

12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

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Schedule 1 – Information and Contacts

OPENING THE PAVILION

- The key safe is located on the wall near the entrance to the pavilion.
- The code for the key safe is [REDACTED]
- There are three keys in the key safe :
 - o One will access the security gate on the veranda **and** the main door to the Pavilion;
 - o The small key is for the wooden emergency access gate in Little Hands car park. Please note: This gate **must** be unlocked when you are using the Pavilion.
 - o The blue key is for the metal gate at the entrance to The Moor – this gate will be closed during certain hours and should be unlocked if emergency access is required.
- As soon as you open the main door, the alarm will start to beep. Key in the code [REDACTED] and the alarm will stop.

CLOSING THE PAVILION

- Please switch off **all** internal and external lights.
- As you leave the Pavilion, key in the code [REDACTED] and press the [REDACTED] button to set the alarm.
- Immediately close and lock the main door.
- Ensure you lock the security gate on the veranda **and** the emergency access gate to Little Hands car park and the car park access gate if opened.
- Return the keys to the external key safe and ensure it is securely closed.

In the event of an emergency, please contact:

- The Parish Office (9am – 4pm Monday to Friday) on 01763 263303
- Cllr [REDACTED]

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Schedule 2 – Risk Acknowledgement

1. General Acknowledgement

The College acknowledges that:

- The Premises are not specifically designed or equipped as emergency evacuation centre.
- Use of the Premises will be on a temporary and emergency basis only.
- The Parish Council gives no warranty that the Premises are fit for any particular purpose beyond general community use.

2. Risk Awareness

The College confirms that it has considered the potential risks associated with using the Premises, including but not limited to:

- Movement of large numbers of people in a limited space.
- Slips, trips, and falls.
- Fire safety and evacuation procedures.
- First aid provision and medical needs.
- Safeguarding considerations in a non-school environment.

3. School Responsibilities (Risk Management)

The College agrees that it will:

- Undertake its own dynamic risk assessment at the time of use.
- Ensure appropriate staff-to-student supervision ratios.
- Maintain safeguarding procedures at all times.
- Bring any necessary emergency supplies (e.g. registers, first aid kits where required).
- Manage behaviour and safe use of facilities.

4. Known Hazards / Limitations

The Parish Council has identified the following known hazards or limitations:

- Limited capacity of Premises – assembly of large numbers to take place on recreation ground not in the Premises.
- Availability of access cannot be guaranteed (keys may be missing from box due to tampering / occupied at the time of need etc). Contact should be made using details in Schedule 1. Reasonable efforts would be made to enable access.

5. Acceptance of Risk

The College accepts that:

- It is responsible for managing risks associated with its use of the Premises.
- It will take all reasonable steps to ensure the safety of students, staff, and visitors.
- It will not rely solely on the Parish Council for risk control measures.

Emergency Evacuation Premises Agreement

Signed For and on behalf of the Parish Council:

Name:

Position:

Signature:

Date:

Signed For and on behalf of Melbourn Village College:

Name:

Position:

Signature:

Date: