

HIGHFIELDS SCHOOL INFORMATION FOR OUTSIDE USERS

Welcome to Highfields School. Here are some guidelines to follow to ensure everything runs smoothly:

- There is a limited amount of equipment available (eg football nets). Please report any defects as soon as possible.
- We would be very grateful if you would place any litter in the rubbish bins and leave the areas used clean and tidy. Please note that smoking (including e-cigarettes) is not allowed on the site and chewing gum should not be used.
- Please report any site issues and report accidents on site to the school at the earliest convenience.
- Please note where the car park barriers are and ensure that your vehicle will not be locked in.
- Additional note for Starkholmes gym users: please tell your members/parents not take their vehicle down to the gym; there should be cones indicating the boundary – this is for road safety reasons. Also, please walk round to the gym rather than cutting through the school, as there will usually be either a letting or school activity in the main building.
- Your letting only covers use of the agreed areas of the school.
- The school reserves the right to cancel bookings and will give as much notice as is possible. If you need to cancel, please contact the school as soon as possible and ensure you have received an acknowledgement. Charges may be incurred.
- In the event of heavy snow, it is very likely that the school will not be open for lettings. You will be contacted if this is likely to affect your booking.
- You will be invoiced for the dates/times used which may differ from those listed on the offer letter. Please check the 'VAT rule' if appropriate.
- Evacuation of premises – please refer to the separate sheet.
- Emergency – Riber Security carry out locking up of the school after 7.00 pm (earlier during school holidays) and on school closure days. Their telephone number is 0845 548 7124. There may be additional unlocking/locking charges during school holidays/INSET days.
- Please ensure you vacate the room/space promptly ready for the next user or for locking up.
- GDPR requirements: please let me know if you find any confidential information, lists of student names, etc – or if you have any concerns relating to data protection.

We appreciate your co-operation with this.

Thank you for using the school's facilities.

D Peet, Health and Safety Officer/Lettings Manager
01629 581888, ext 163, direct line 01629 832349
dpeet@highfields.derbyshire.sch.uk

Lumsdale (Upper) Site
Upper Lumsdale
Matlock
Derbyshire
DE4 5NA

Starkholmes (Lower) Site
Starkholmes Road
Matlock
Derbyshire
DE4 3NN

Updated September 2019

HIGHFIELDS SCHOOL

EMERGENCY EVACUATION

QUICK REFERENCE FOR OUTSIDE LETTINGS/ OUT-OF-HOURS USERS

- Fire alarm goes off
- Call all group together and exit quickly and calmly by the nearest safe exit to an appropriate assembly point
- Ensure that everyone is accounted for
- Do not re-enter the building until given the all clear by a qualified person
- Dial 999 and request Fire & Rescue Service to attend (see addresses below)
- First County Monitoring (alarm company) will receive an automatic notification
- If necessary, contact Riber Security, 0845 548 7124
- Please report alarm activations and/or building evacuations to the Health and Safety Officer at the earliest convenience

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