**HIGHFIELDS SCHOOL**

**MATLOCK**

**INFORMATION PACK**

**FOR HIRERS OF**

**FACILITIES**

**September 2022**

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**INFORMATION FOR OUTSIDE USERS**

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

* From September 2022, bookings are managed through the Schoolhire system. The link is highfields.schoolhire.co.uk.
* 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.
* We request that hirers provide their own first aid kit and equipment unless arrangements have been agreed directly with the school.
* Defibrillators are installed as follows:
* - Lumsdale – In the corridor immediately outside the Sports Hall door
* - Starkholmes – Changing room corridor behind the stage.
* These are kept inside as they are not community defibrillators but are for use by anyone who needs them at any time who is authorised to be on site (including lettings/hirers). Units are within mounting cradles – no access codes are needed. Please inform school as soon as possible if you have used one of the defibrillators.
* The nearest Accident & Emergency departments are:

- Whitworth Hospital, 330 Bakewell Road, Matlock, DE4 2JD, telephone 01629 580211 – open

until 8.00 pm.

- Royal Hospital, Chesterfield Road, Calow, Chesterfield, S44 5BL, telephone 01246 277271 –

open 24 hours.

Please note that the mobile phone signal is weak in areas of the site.

* 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.
* Additional note for all-weather pitch users: please see additional information sheet and requirements including permitted footwear (9.2.11).
* 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.
* Please leave all areas used in a clean and tidy condition, and report any problems caused by other users..

We appreciate your co-operation with this. Thank you for using the school’s facilities.

D Peet, Health & Safety and Premises Manager/Lettings Manager

01629 581888, ext 163, direct line 01629 832349, [dpeet@highfields.derbyshire.sch.uk](mailto:dpeet@highfields.derbyshire.sch.uk)

**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**

**D Peet, Health & Safety and Premises/Lettings Manager**

**01629 581888, ext 163, direct line 01629 832349**

[**dpeet@highfields.derbyshire.sch.uk**](mailto:dpeet@highfields.derbyshire.sch.uk)

**Lumsdale (Upper) Site Starkholmes (Lower) Site**

**Upper Lumsdale Starkholmes Road**

**Matlock Matlock**

**Derbyshire Derbyshire**

**DE4 5NA DE4 3NN**

**Reviewed by D Peet, September 2022**

**TERMS AND CONDITIONS FOR HIRING THE SCHOOL FACILITIES**

**A. Bookings/Payments**

1. Bookings are managed through the Schoolhire system – highfields.schoolhire.co.uk The hirer shall pay the charge requested via Schoolhire. Prices and discounts are approved by Governors and the Headteacher. VAT will be added to sports lettings which are less than 10 weeks and with a gap of 2 weeks between, in line with DCC regulations.

2. The Governing Board reserves the right to adjust the hiring charge should the hire period extend the period originally agreed, or if there are circumstances which require an increase (to be communicated to the hirer).

3. The school reserves the right to refuse any application.

4. The school reserves the right to cancel/postpone bookings if the facilities are required for the purpose of education and/or school business, or for emergency repairs or maintenance, inclement weather, Force Majeure, Acts of God. The school will endeavour to give as much notice as possible and will ensure that the hirer is not charged for this.

5. If hirers need to cancel, they must give as much notice as possible. Cancellation charges may be charged at the discretion of the school. Costs to the school as a result of cancellations will be passed on to the hirer as the school cannot subsidise this cost. Also, repeated cancellations will need to be referred to the Headteacher for review.

6. No payment should be made to staff, other than that invoiced. A receipt should be obtained for cash payments.

7. The hirer may not sub-let the premises.

**B. Hirer’s Responsibilities**

8. Hirers should be aware of safeguarding issues associated with school sites.

9. Hirers to ensure that activities carried out on the premises are appropriate and previously agreed with the school, and that there is adequate adult supervision. Consideration should be given to other users, to owners/occupiers of any neighbouring or adjoining property and members of the public.

10. Where there is a large gathering of people, such as a concert or a dance, the hirer should ensure that there are appointed stewards to maintain order throughout the period of the letting.

11. Any damage to the school property or premises must be paid for by the hirer.

12. Hirers should vacate the premises by 10.00 pm unless a specific agreement has been reached beforehand.

13. Pianos, furniture and equipment must not be moved or used without permission. No property should be removed from the school.

14. Users of the premises are responsible for their own safety; any accidents or injuries should be reported to the school at the earliest convenience.

15. Care should be given to the floor coverings; no footwear which will damage floors should be worn.

16. Parking is at owners’ risk. Parking should not obstruct neighbouring properties.

17. Loss/theft/damager of personal property is at owners’ risk.

18. Hirers should ensure they leave the premises in a clean and tidy condition. Any damage or concerns should be reported to the school.

19. Any defects relating to the premises should be reported to the school.

20. If hiring the all-weather pitch, please refer to the separate information and requirements (9.2.11).

**C. Insurance/Legal/Copyright Matters**

|  |  |
| --- | --- |
| 20. | Hirer to agree to abide by the terms of the insurance policy taken out by the East Midlands Education Trust – details available on request. |
| 21. | Hirer to ensure that no gambling or any other objectionable conduct takes place on the premises. |
| 22. | Hirer to obtain any necessary permission from the owners of copyright in musical, dramatic, literary and other works as required by the Copyright Act 1956, and to indemnify the County Council in respect of any infringements of such copyright. |
| 23. | Hirer to complete and despatch to the Performing Rights Society Limited, on a form to be provided, a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made. |
| 24. | Hirer to secure a licence in accordance with the Licences Act 2003 (previously the Theatres Act 1968) in respect of the performance of any play. |
| 25. | Hirer to secure a licence for the sale of intoxicating liquor. |
| 26. | Hirer to agree to abide by other regulations as directed from time to time by the Governors Or Local Authority. |

 28. Licences, where needed, such as temporary events notices or for the provision of alcoholic

drinks, must be obtained by the hirer at their own expense.

Reviewed by D Peet – September 2022

**LETTINGS CHARGES (PUBLIC DOCUMENT) FROM 1 SEPTEMBER 2021**

**LUMSDALE**

|  |  |
| --- | --- |
| AREA/ROOM | HOURLY RATE |
| Sports Hall with changing rooms and locking up – all uses  Holidays/weekends will incur locking charges (£10 per lock/ unlock) | Adult £35  Junior £25 |
| Wheeldon Hall | £32 |
| Coffee Bar | £22 |
| School Kitchen (subject to agreement with DCC Catering) | £32 |
| Specialist classroom or teaching area | £25 |
| General classroom | £15 |
| Sports field with changing rooms | £22 |
| All-weather pitch – see Appendix 9.2.1B | See App 9.2.1B |
| Hard surface courts | £10 per court |

**LUMSDALE CRICKET NETS**

|  |  |
| --- | --- |
| Local junior cricket teams and Cricket Governing Body | No charge |
| Other groups | £30 per session |

**STARKHOLMES**

|  |  |
| --- | --- |
| AREA/ROOM | HOURLY RATE |
| Gym with changing rooms – locking by arrangement, may be subject to charging at £10 per lock/unlock | Adult £30  Junior £20 |
| Dance Studio | £25 |
| Bowler Hall with dining area and changing rooms | £32 |
| School Kitchen (subject to agreement with DCC Catering) | £32 |
| General classroom | £15 |
| Specialist classroom or teaching area | £25 |
| Sports field with changing rooms | £22 |

**DISCOUNTS**

|  |  |
| --- | --- |
| HIRER(S) | REASON FOR DISCOUNT |
| Junior sports clubs | School age users |
| Sports camps, holiday clubs etc | Day rates on application |
| Other discounts/  departure from policy | Various reasons to be agreed with the Headteacher and approved/minuted by Governors |

**ADDITIONAL COSTS**

|  |  |
| --- | --- |
|  | COST |
| Locking and unlocking | As required at cost |
| VAT | 20% if charged |
| Grand piano | Tuning fee unless hirer arranges own |
| Use of theatre lighting system | N/A |
| Technician to set up lights | On application |
| Portable staging set out and removal afterwards | £75.00 |
| Black staging set out and removal afterwards | £25.00 |
| Chairs set out | £15 per 200 chairs |
| Caretaker present and on duty | N/A |
| Technician present and on duty | On application |
| Additional cleaning | As required |
| Other costs | As required |

**VAT FOR SPORTS LETTINGS**

VAT is charged on sports lettings unless:

1. Ten or more consecutive lettings (no more than 14 days apart) take place for the same sport in the same place.

2. Cancellations by either party causing a gap of more than 14 days will be subject to VAT, whatever the reason for the cancellation.

Areas of the school affected by the VAT rule are All-weather Pitch, Sports Hall, Gymnasium, Dance Studio, tennis courts, sports fields but this is only for **sports** use. If these areas are used for **non-sporting** activities, VAT is not chargeable. If in doubt, sports use can be defined as an activity which requires participants to wear sports clothing and footwear.

**OTHER INFORMATION**

Hirers will be given an information sheet at the beginning of their hire period. Any concerns should be reported to the school at the earliest opportunity.

The school is not available for events which are ‘open’ (ie no ticket sales or register) for safeguarding and security reasons. Similarly, the school is not available to hire for parties, receptions, etc.

Please see the terms and conditions o

Reviewed by D Peet – September 2021, no change September 2022

**CHARGES FOR ALL-WEATHER PITCH – CLUB USE (TRAINING AND MATCHES)**

**FROM SEPTEMBER 2022**

**Hourly hire charges**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | September to April inclusive | | |  | May to August inclusive | | |
|  |  | Full pitch | Half pitch | Quarter pitch |  | Full pitch | Half pitch | Quarter pitch |
| Juniors |  | £75.00 | £40.00 | £20.00 |  | £40.00 | £20.00 | £10.00 |
| Adults |  | £80.00 | £50.00 | £25.00 |  | £45.00 | £25.00 | £15.00 |

**PLEASE SEE SEPARATE SHEET REGARDING VAT TO CHECK IF THIS IS APPLICABLE.**

Toilets: Included in the booking (go through the Sports Hall main entrance). An additional charge may be required if unlocking is needed at £10 per hire, but will be included in the hire charge if the toilets are already unlocked – this will be confirmed with your booking.

Changing rooms: Use of these may be charged – this will be agreed at the time of booking.

Locking fee: During school holidays and INSET days, there is usually a locking fee (maximum £10).

Agreed by the school’s Governing Board.

Reviewed by D Peet – September 2022

**LETTINGS/HIRING OF FACILITIES**

**CANCELLATIONS**

ARTIFICIAL ALL-WEATHER PITCH, LUMSDALE:

If the school has to cancel for any reason, you will not be charged or will be refunded if already charged.  This may affect VAT if it interrupts a 10-session run - this is outside the school's control.

If the hirer cancels, there will be no refund unless the slot can be re-booked by another hirer.

SPORTS FACILITIES OTHER THAN THE ARTIFICIAL PITCH:

If the school has to cancel for any reason, you will not be charged or will be refunded if already charged.  This may affect VAT if it interrupts a 10 session run - this is outside the school's control.

If the hirer cancels, there hirer will be charged for any cost to the school.

**VAT**

VAT is charged on sports lettings unless the booking consists of 10 or more consecutive lettings (no more than 14 days apart) which take place for the same sport in the same place.

Cancellations by either party causing a gap of more than 14 days will be subject to VAT, whatever the reason for the cancellation.

Areas of the school affected by the VAT rule are:

LUMSDALE - All-weather Artificial Pitch, Sports Hall, tennis courts, sports field.

STARKHOLMES - Gymnasium, Dance Studio, sports fields (the tennis courts are not currently available for hire).

This is only for **sports** use. If these areas are used for **non-sporting** activities, VAT is not chargeable. If in doubt, sports use can be defined as an activity which requires participants to wear sports clothing and footwear.

**INSTRUCTIONS AND INFORMATION FOR USERS OF THE ALL-WEATHER PITCH**

**A. General**

1. Your booking should be confirmed by the school before the commencement date and time (bookings are managed through Schoolhire – highfields.schoolhire.co.uk.

2. Please refer to other lettings policy documents.

3. Please allow previous users to exit before moving onto the pitch you are hiring and report any delays to the school.

4. Please exit the pitch promptly at the finishing time of your session.

5. You will be given instructions about floodlights and other equipment before your first session commences.

**B. Care of the pitch including footwear**

1. To enjoy, protect and ensure the longevity of the surface please help by observing the instructions.

2. Boots should be clean of loose mud and grass.

3. Only players and coaches should be on the playing surface Spectators must remain outside the fence or in the spectator area.

4. No glass bottles or cans. No smoking, alcohol, food or chewing gum.

5. Please clear up litter, loose tape, plastic bottles and other waste, before leaving the pitch.

6. Please report any defects or concerns to the school at the earliest opportunity.

7. Areas will be checked and charges made for deliberate damage or negligence where there is sufficient evidence.

8. Incorrect footwear may damage the turf, but more importantly may increase the risk of injury. Guidance from the surface manufacturer is as follows:

RECOMMENDED:

* Boots with moulded or screw-in rubber or plastic studs.
* Boots with short rubber or plastic blades.
* Specialist, multi-pimple synthetic turf trainers.

ALLOWED:

* Boots with long screw-in plastic studs.
* Boots with short metal or metal tipped studs.

NOT ALLOWED:

* Flat soled shoes/trainers (except for first aiders).
* Boots with long metal or metal tipped studs.
* Boots with long blades.

9. There is a dividing net but it is not always possible to put this up (sometimes this is due to the weather. PLEASE DO NOT ATTEMPT TO PULL THE NET OUT. Only authorised staff members should move this for health and safety reasons and to ensure there is no damage to the net or pitch surface.

D Peet, September 2022

**USE OF SCHOOL SHOWERS BY OUTSIDE USERS**

The facilities are used in the evening by the school and external users. For safeguarding purposes:

* Young people using the showers are the responsibility of the lead person in charge of the group/team who should liaise with parents as required by their organisation/club.
* All shower users should behave responsibly and safely.
* All shower users must make sure that they cannot be seen outside the changing room.
* If the showers are being used, the changing room must not be shared with another group/team.
* Any defects should be reported to the school at the earliest convenience.
* Please leave the showers, toilets and changing room in a clean and tidy condition on leaving.

Please see the guidance available online: [Safe use of changing facilities for children | CPSU (thecpsu.org.uk)](https://thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities/)

If you have any queries, please contact us to discuss them.

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](mailto:dpeet@highfields.derbyshire.sch.uk)

Reviewed by D Peet, October 2022

**HIGHFIELDS SCHOOL**

**RISK ASSESSMENT FOR OUT OF HOURS LETTINGS WITH NO STAFF ON SITE DUTY**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY/DETAILS** | **HAZARD** | **CONTROL MEASURE(S)** | **RESPONSIBILITY** |
| Hirer of school facilities on site with no staff on site duty. | Incident or accident resulting in injury or distress. | Hirer to be a recognised local club or organisation known to the school, with the group organiser liaising with the Lettings Manager (who will in turn discuss with Senior Leadership and/or Business Services Manager as required.  School to have the right to decline or end a letting if it was felt the school became vulnerable as a result.  School uses the services or a reputable security company for out of hours services.  Information sheets and risk assessment to be given to hirers and security company. | )  )  )  )  )  ) SLT/  ) Business Services  ) Manager/  ) Lettings Manager  ) ) ) ) )  Lettings Manager |
| Accident/incident on school property. | Injury to person using facilities.  Damage to school property. | Visual check in the area before starting activity.  First aid/assist injured person. Bring own kit unless pre-arranged with school.  Debrillator available, see info sheet.  Send for ambulance if necessary.  Make the area safe.  Report to security company.  Report to school.  Record/report accident/incident.  Investigate to see if any repairs or any other action is needed. | Group organiser  Group organiser  Group organiser  Group organiser  Group organiser  Group organiser  Group organiser  Lettings Manager |
| Intruder/unwelcome person on site. | Injury or upset to people using facilities.  Damage to school property. | Contact police.  Assemble group together and find safe place if needed.  Contact parents.  Report to security company.  Report to school.  Investigate incident and report to Senior Leadership Team or as required. | Group organiser  Group organiser  Group organiser  Group organiser  Group organiser  Lettings Manager |
| Fire or other evacuation | Injury through fire or other emergency.  Damage to school property. | Assemble group, exit quickly through nearest exit onto car park or further away if safer.  Contact fire service.  Report to security company.  Report to school.  Investigate and follow up as required. | Group organiser.  Group organiser.  Group organiser  Group organiser  Lettings Manager |
| COVID | Infection control | Monitor current guidelines | Lettings Manager/  Group organiser |

All site users to note that CCTV is in use on both sites of the school.

Risk assessment by D Peet – 26 March 2018, reviewed 1 April 2020, reviewed 30 September 2021, September 2022.

**HIGHFIELDS SCHOOL – ALL-WEATHER PITCH RISK ASSESSMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| POTENTIAL HAZARD | RISK | CONTROL MEASURE | RESPONSIBILITY |
| Goals – set-up/storage | Impact, crush | Goals to be stored in recessed areas off the pitch when not in use.  Goals to be visually inspected during use and defects reported.  Goals to be regularly inspected by authorised site staff for safety and defects repaired/replaced. | Lead person/PE staff/authorised site staff.  Lead person/PE staff.  Authorised site staff. |
| Goals – setting up for use | Impact, collision | Goals to be set up to use appropriate pitch markings, and in appropriate positions depending on activity to minimise risk. Wheels to be released when in situ. | Lead person/PE staff. |
| Additional equipment | Impact, collision | Only accredited sports equipment to be used. | Lead person/PE staff. |
| Fencing | Crush, cuts | Fencing to be visually inspected during use. Defects noticed to be reported as soon as possible.  Fencing to be regularly inspected by authorised site staff. | Lead person/PE staff.  Authorised site staff. |
| Gate access points | Entrapment, crush | Awareness that high winds could cause gates to slam closed.  Monitor for possible issues. | Lead person/PE staff.  Authorised site staff. |
| Mud/debris/foreign objects on surface | Injuries – cuts, abrasions | Daily inspections during use. Report incidents of any objects and remove/arrange for removal. Use footwear brush at the entrance.  Signage for no litter. Bin(s) provided. | Lead person/PE staff.  Lettings/Premises Manager. |
| Surface/lines – tears | Trip, impact injury | Surface to be visually inspected during use. Defects noticed to be reported as soon as possible.  Surface to be regularly inspected by authorised site staff. | Lead person/PE staff.  Authorised site staff. |
| Lighting – blown bulbs | Impact injury | Lights out to be reported as soon as possible.  Lighting to be regularly inspected by authorised site staff. | Lead person/PE staff.  Authorised site staff. |
| Light control panel | Electrocution | No access permitted to main unit – to be locked.  Authorised staff only able to operate the lighting controls. | Authorised site staff. |
| Power/lighting failure | Trip hazard | Lead person to guide users to safety, ie well-lit area.  Lighting checks to be carried out by site staff. | Lead person.  Authorised site staff. |
| Footwear | Slips/trips, damage to surface | Recommended, appropriate footwear to be used.  Staff and hirers informed. Signs in place. | Lead person/PE staff/parents/users.  Lettings/Premises Manager. |
| Spectators | Collision, impact | Spectators should stand in permitted areas, behind barrier.  Lead person to enforce this. | Lead person. |
| Extreme weather conditions, eg high winds, electric storm | Crush, electrocution | Lead person to clear the area if a danger is posed to participants. In extreme weather conditions (Risk of Lightning) please vacate the pitch.  Padlocks in place to lock the courts when area is closed. | Lead person. |
| General facility issues/damage | Various | Lead person or other user/observer to report to facilities management or Reception. | Lead person/users/observer. |
| Security | Damage to property | Area to be padlocked when not in use. Only supervised, authorised use is permitted. Young people may not use the area unsupervised. Site staff to monitor the area.  CCTV installed and used as required.  Liaise with Riber Security as appropriate. | Site staff.  Staff authorised to view CCTV.  Lettings/Premises Manager and authorised site staff. |
| Permitted activities | Injury.  Damage to surface. | Pitch to be used for football, tag rugby and other sports activities which do not require equipment damaging to the surface. Rules of the sport/game to be followed. | Lead person/PE staff. |
| First aid and access for emergency services | Injury | School activities should have access to a first aider/first aid equipment.  Hirers are responsible for first aid.  Emergency vehicular access provided. | School staff.  Lead person.  School. |

Lead person = member of school staff or team manager/coach or other supervising adult leading the activity.

Risk assessment carried out by C Shirtcliffe (Head of PE) and D Peet (H&S/Premises/Lettings Manager) – October 2021, September 2022. This is a brand new facility for the school and the risk assessment should be reviewed at regular intervals.