



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health & Safety

Sports Hall Procedures

SPORTS HALL RULES AND REGULATIONS

- No food or drink allowed in the Main Hall (water is allowed in a sports bottle)
- Only non-marking sole shoes may be worn
- No chewing gum allowed in the building or premises
- No jewellery should be worn by participants
- No clothing to be left on the Sports Hall floor
- All equipment to be returned to correct location
- **Pupils and young people** to be supervised at all times
- Office and Store Cupboards out of bounds - (Organiser may obtain keys)
- Any equipment needing repair must be reported to the Main Office
- Users of the Hall must pay attention to warning notices on the Notice Boards and on the Balcony
- Clubs and individual users must adhere to school safety policies and Normal Operating Procedures and appropriate using form completed – Appendix
- Fire Safety Procedures to be adhered to – see Appendix

**Please note the Sports Hall Complex is
a NON SMOKING zone**

No child may enter the balcony area without adult supervision.

There is a **Risk Assessment** for the Sports Hall.

In case of an accident:

First Aid Kit available in the Office at the Sports Hall.

There is a telephone in staff office 9 - 999 only

Monitoring and Review: Prepared 1998: Last reviewed January 2013: Next review due January 2014

Reviewed February 2015 (RW) / Sr F Next review 2016

Appendix 1 The Facilities

Main Hall:

The following are marked out:

4 Badminton Courts; 1 Tennis Court; 1 Volley Ball Court; 1 Netball Court; 1 Basket ball Court;
Indoor Hockey or Football could be played.
12 x locked store cupboards and 10 x open cupboards; 6 x Benches; 2x whiteboards (fixed)

Changing Rooms and Toilets

Male and Female areas are marked.

Balcony:

Kitchen Area: Electrical Points; Microwave; Sink; Kettle; Kitchen utensils and crockery;
Tables & chairs; Store Cupboard, sofa
Fitness Equipment.(NOT TO BE USED)
Locked cupboard with resuscitation manikins and specialised equipment

Entrance:

Male and Female cloakroom with showers
Disabled toilets with hand basins
Store cupboard containing chairs & tables

Office:

Telephone - 999 line only; Intercom to Office – 101, House 126 or 133 (for other extensions see attached sheet)
1 x Chair; 1x Fixed desk with drawers
First Aid Kit
Lockable Cupboard
Computer and printer

HEATING

There is thermostatically controlled gas central heating [see Peter if required]

Appendix 2 Fire Safety

Equipment: Alarm Box in Entrance Hall
Fire Extinguishers
Full Emergency lighting
Alarms throughout the building

Procedures:

- Check at least one member of the group is familiar with the fire equipment
- Do not obstruct fire fighting equipment
- Observe fire drill procedures - leave by marked exits and congregate on the astro courts near the swimming pool if Fire in the sports hall. If in any other school building, congregate at the side of the sports hall.
- Keep a register of people in your group
- Fire drill procedure and assembly points clearly displayed on the notice boards
- Plan of building located on the notice board
- Spectators must proceed down the stairs to nearest exit.

Heating Hazards

- Do not use gas cylinders or canisters inside the building
- Cooking arrangements should be properly supervised at all times by a responsible adult
- Heating appliances should be switched off and unplugged when not in use
- Keep combustible materials away from portable heaters. Place heaters where they cannot easily be knocked over. In addition they should be adequately guarded. Do not cover or drape clothes over heaters.
- Do not allow the use of highly flammable materials or naked flames, ie candles or matches

In the event of Fire

- Raise the alarm
- Get everyone out
- Call the Fire Brigade - from the Hall or School Office
- Tackle the fire only if it is safe to do so
- Take a roll call to check everyone is safe
- Do not re-enter the building
- Do not stop to collect personal belongings

Disabled persons

On those occasions when disabled or handicapped persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises in the event of fire.

FIRST AID SUPPLIES AND TRAINING

- First Aid box is located in the Office.
- Supplies are checked by Health and Safety staff
- All accidents must be reported and recorded on an accident form and returned to the Main Office. (Evenings report to the Boarding House Sr Thomas More)
- Outside users must supply their own First Aider, but **ALL** accidents must be recorded as above
- In school hours, Staff using the Hall will have appropriate First Aid training.

Potential General Hazards:

An appreciation of hazards is needed for planning safe procedures.

Factors which could lead to serious injury:-

- Health problems
- Alcohol and / or food before exercise
- Insufficient warming up before exercise
- Unruly behaviour and misuse of equipment
- Inadequate supervision
- Electrical points and equipment
- Balcony
- Wet / damp floor in main hall
- Blocked doorways and stair wells
- Pillars in the Sports Hall area
- Benches

Appendix 3 Using the Sports Hall

- All use shall be paid for fourteen days in advance by the user or at the time of booking if this is less than fourteen days.
- Bookings may be made for a single letting or for a series of lettings. No sub-letting is permitted
- A period of fourteen days notice of cancellation must be given by the User. Failure to do this may result in the fee being retained by the School. For cancellation of a booking the Administrator must be informed by telephoning 01760 724577.
- In the event of the School cancelling a booking the full costs will be refunded
- School equipment other than that specified at the time of the using shall not be used
- School furniture shall not be moved by the user except by arrangement with the School Office
- Nails, tacks, screws etc shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up, unless by prior arrangement
- Footwear likely to damage the floors is not to be worn
- Litter and property belonging to the user is to be removed by the user at the end of the period of use. Any costs incurred in removing these items will be paid by the user. Items belonging to the user are left on site at the owner's own risk
- Alterations to lighting or heating systems are forbidden
- The user shall not infringe any copyright, or performing rights
- If alcohol is to be consumed on the school premises this is to be stated on the application to use form. Permission is required from the School and the necessary Justice's licence must be obtained by the user.
- The user is reminded that the costs for sporting use relate to facilities available and at the standard provided for pupils. If a user should require facilities of a higher standard then the user will be responsible for the additional costs incurred
- Dogs may not be brought onto the school property without permission being given by the school. When this permission is granted dogs **MUST NOT BE ALLOWED** to defecate on the premises
- **The user undertakes to make good any damage to the property. In the case of damage to the sports fields the School will raise the appropriate account**
- **The School shall not be liable for any injury (including injury resulting in death) or damage to or loss of property, which shall or may occur to, or be sustained by the user, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the user.**

Use of Balcony Kitchen

Users of the Sports Hall may use the kitchen under the conditions below:

- The Headteacher / Administrator at the school must be contacted in advance to discuss requirements.
- Use of any kitchen equipment must be as agreed with the Headteacher / Administrator. Prior instructions on the use of washing up and cooking facilities will then be provided.
- The user shall provide tea towels etc.
- The kitchen work surface, sinks and floors must be left clean
- The user will be charged for any damage, breakage or additional cleaning necessary
- The user shall provide rubbish bags and remove these from the premises.

Use of premises overnight may be possible - permission granted by the Daughters of Divine Charity

Premises used for overnight accommodation should have been previously inspected by the Fire Service to comment on the suitability for its proposed use. In addition to the above guidance, guidelines and recommendations for fire safety in premises used for temporary sleeping accommodation are set out below.

- The children's sleeping area should be supervised by a responsible adult who is familiar with fire evacuation procedures and escape routes from the building.
- Safeguarding children regulations state that there are four distinct areas for sleeping: male and female under 18, male and female over 18.
- Adequate means of escape should be provided from the area used for sleeping accommodation - preferably ground floor accommodation should be used
- There is minimal emergency lighting within the sleeping area and associated escape routes, therefore torches should be provided by the user
- Access to the use of a telephone should be maintained for emergency purposes to avoid any undue delays
- A risk assessment must be submitted to the Administrator.

**SACRED HEART SCHOOL, SWAFFHAM
APPLICATION TO USE SCHOOL PREMISES**

APPLICANT	Full Name:		
	Address:		
	Post Code:	Tel No:	Mobile no: email:
	Name of Organisation:		
FACILITIES REQUIRED <i>Please tick as appropriate</i>	Sports Hall		Changing Rooms / showers
	Sports Hall Balcony		Sports Hall Kitchen
	Outside Courts		Playing Field
	Library		Music Room
	Gymnasium		Swimming Pool
	Barn Theatre		Barn Kitchen
	Classroom		Drama Room
	Green Room		Others- please specify
	Public Liability Insurance – <i>copy required at time of reservation</i>		
	Permissions & Licences: <i>(eg held by the user for music / films / consumption of alcohol etc – copies of these documents also required at time of reservation)</i>		
Additional requirements <i>(eg overhead projector etc / seating layout / additional access etc)</i>			
Day(s) of Use			
Time:	From		To
Purpose of Use:			
If fund raising state purpose to which proceeds will be applied:			

- I apply for the use of the accommodation and facilities stated above and if my application is approved I will pay the costs as set by the Headteacher / representatives.
- I have read and agree to adhere to the Use of Premises and the School policy & Procedures contained therein
- I am 18 or over

Signed:

This form should be completed and returned to the Headteacher

Date:

FOR OFFICE USE ONLY:	
Booking confirmed - at the rate of £ per session / term	Date:
Donation received	Date: