



## **MANAGEMENT PLAN FOR THE PROPOSED USE OF THE SYNTHETIC TURF PITCH (STP) - HCC Reg3 Planning Application reference: 12/02419/HCS**

### **Principles**

The synthetic turf pitch is designed for College and community use. Pupils will be able to enjoy and participate in a number of healthy sporting activities that are, at the moment, unavailable to them. Similarly, members of the local community from the southern parishes of Winchester will be able to use the facilities to develop sporting skills and expertise as well as gain enjoyment and work towards improving personal health and fitness.

We aim to provide an outdoor environment that is safe, secure and operates reciprocally with our neighbours.

It is important that management policies for the synthetic turf pitch are monitored and reviewed regularly at meetings of the Governing Body to ensure the integrity of the systems in operation and to reassure all those with an interest in the College.

In devising this management policy the governors, Headteacher and Leadership Team recognise that addressing the following issues need to be the responsibility of everyone involved in the College, and using the College facilities. These are:

1. Control of litter.
2. Noise.
3. Behaviour.
4. Security.
5. Car parking.

### **ROLES AND MONITORING RESPONSIBILITIES**

The Governors will:

- approve, monitor and review this management policy through reports to them from the Community Management Committee;
- ensure arrangements exist for measures to be monitored and reviewed.

The Headteacher and leadership Team will:

- implement the management policy approved by the governors;
- ensure staff have a clear understanding of their particular responsibilities through training and staff briefings.

The Director of Community, Site & Facilities will:

- report to the Headteacher through regular meetings on issues relating to the operation of this facility;
- take day-to-day operational decisions with the PE department and the site team responsible for the care and upkeep of the facility;
- consider particular risk situations e.g. individual welfare, lone working, challenging behaviour;
- provide clear guidance to students, staff, visitors and users of these facilities on expectations and consequences;
- ensure community staff monitor the use of these facilities;
- monitor and review these facility management measures:
- report to the Community Management Committee.

College Staff will:

- support the Headteacher, Leadership Team and Director of Community, Site & Facilities in implementing this policy;
- be aware of their individual responsibilities in ensuring declared standards are adhered to;
- report management issues to the Leadership Team and/or the Community management staff.
- Ensure that at no time will pupils be allowed to use the facility without being supervised by a member of staff.

Students will:

- follow the College rules regarding the use of the synthetic turf pitch and the College playing field and will not use the facilities without authorisation.

Parents, Community Users and Visitors:

- will be required to abide by the requirements of the lettings agreement to ensure the sports facilities, including the field are used in a sustainable, responsible and respectful way;
- will be encouraged to report ideas and problems to the Community Management Team.

**SUMMARY OF PRACTICES TO BE PUT IN PLACE:** (Refer to Appendix 2: Regulations for the use of the facility).

The facilities will be monitored by the Community Management Team (CMT) and members of the site team to ensure that the terms of the lettings contract are fulfilled.

Smoking & Alcohol

- Smoking is strictly prohibited in any part of the College building or College grounds  
Under no circumstances shall alcoholic drinks be made available on the site.

Control of litter

- Hirers will sign a contract in which they will agree to clear all litter in their hired area. This applies equally to the STP and the grass pitches.
- Litter bins will be placed in close proximity to the development and will be emptied and cleaned on a regular basis.

Failure to comply with this requirement will result in the charging of a site management fee for litter clearance and damage repairs OR termination of contract.

## Noise

- Hirers will be encouraged to respect and act responsibly towards neighbours by keeping their noise, and that of any supporters, to a minimum. If there is an unacceptable amount of noise the hiring contract will be halted and a clear, formal warning will be issued. Should there be a repetition of the incident the contract will be terminated with no financial refund.

## Behaviour

- Hirers will be encouraged to respect and act responsibly towards neighbours by ensuring that behaviour and language, at all times, is socially acceptable. If there is unacceptable disruption the hiring contract will be halted and a clear, formal warning will be issued. Should there be a repetition of the incident the contract will be terminated with no financial refund.

## Security

- All hiring's will conform to College and HCC guidelines to protect children and vulnerable adults;
- CCTV cameras will be installed in the area of the new development and monitored. These shall be directed away from overlooking properties to ensure there is no invasion of privacy of residents.

## Car parking and cycle parking

- The College shall ensure there is no parking on the public highway associated with the use of the facilities. On the occasions when this may prove to be necessary, this will be achieved by a combination of a flexible pitch booking system to reduce peak time crossover congestion and flexible management of staff and overflow car parking space.
- The College shall make available the secure cycle storage compound for use by users of the facility for use at no cost.

## Floodlighting

- Floodlighting will be operated strictly in accordance with the conditions of the planning consent.
- Switching of the lights will be controlled within the College buildings (rather than pitch side) to ensure the lights are not mis-used.
- The lights will be controlled by timing switches, which will be pre-programmed by the CMT.
- To minimise disturbance to local residents, the lighting will be programmed to offer flexibility of use such that only part of the STP may be illuminated.
- For health and safety of users, there may be a requirement to allow a single column to remain illuminated for up to 15 minutes at the end of a session to offer safe passage off the facility.

## Pricing

- The prices for the hire of the full or part of the STP will be reviewed on an annual basis by the Community Management Team.

Residents will be offered access to a complaints and commendation procedure.

- They may telephone the College between the hours of 08:30 and 16:00 on (01489) 892256 or email [enquiries@swanmoreleisure.co.uk](mailto:enquiries@swanmoreleisure.co.uk) . Telephone messages may be left outside these hours.

- Should residents fail to receive a satisfactory response to a complaint, residents shall be able to arrange a meeting with the Director of Community, Site & Facilities to discuss the matter further.

Subject to planning restrictions, the proposed opening times for the synthetic turf pitch shall be as follows:

- Weekdays 08:30 – 15 :30 for exclusive use by the College unless agreed by the College prioritised over community use.
- Weekdays 15 :30-18.00 for community use with College priority.
- Weekdays 18:00 – 22:00 for community use.
- Saturdays 09:00 – 18:00 with the last booking no later than 17:00.
- Sundays 10:00 – 16:00 with the last booking no later than 15:00.

These are proposed maximum times of use. The times of use are proposed to enable flexibility of bookings in order to accommodate anticipated community demand and to ensure strong revenue to breakeven or above over an annual cycle allowing for a sinking fund for programmed expenditure. When the STP is not in use or a hiring has completed the floodlights will be switched off expeditiously. The College currently closes at 14:15 on Saturdays and are closed on Sundays. The STP will only be available for use with prior bookings and not for general use.

Access to the STP: No parking will be allowed on Lower Chase Road. All access to the STP either by foot, bicycle or motorised transport must be off New Road.



Name and address of treasurer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

## Terms and Conditions

In these conditions:

'College' means the College identified at the head of this document.

'County Council' means Hampshire County Council.

1. I understand that the facilities are covered by Hampshire County Council's public liability insurance in relation to an accident or injury caused by a fault of the Colleges facilities or equipment only. Hirers and instructors must provide their own insurance to cover their liability and that of their users against all other forms of accidents/injuries.
2. I have provided evidence of my and/or the coaches qualifications, insurance details, suitability to work with children and financial history (if applicable) associated with this hire.
3. I have read and accept the regulations relating to hire, and agree to abide by the general conditions and any special conditions communicated to me.
4. I have satisfied myself that the facilities I have hired are suitable for the purpose of the hire.
5. I accept that an additional charge may be made in respect of damage caused to the building or college property through negligence or wilful intent.
6. My use of the college must not interfere with the proper working of the college or impair its efficiency. In particular I acknowledge that I will not have exclusive use of the site.
7. Should my hire exceed the times stated on the booking form I agree to pay retrospectively for the additional time used.
8. Fly posting on Hampshire County Council's property is illegal. The college will not be held responsible.
9. Payment for my hire will be made in full prior to the day of the hire. To qualify for VAT exemption I understand that I must be an eligible organisation, and that the hire must meet the relevant requirements.
10. I am over 18.

Signed \_\_\_\_\_ Date \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Name in Full \_\_\_\_\_

Version 2

## EMERGENCY EVACUATION PROCEDURE FOR COMMUNITY USE

In the event of an emergency the College alarm will sound. (This is a long continuous ring.) The following are the procedures that should be followed by ALL community users.

Upon hearing the alarm all community users MUST leave the building through the nearest fire exit.

All users should leave quickly and quietly in a calm manner. It is essential that users do not panic, shout or run.

Note: Users should not collect together any personal belongings before exiting the building.

Users should then make their way to the fire assembly point. This is the designated area where users can muster pending the arrival of the emergency services. *Our fire assembly point is the "Astro Turf - MUGA"*, near New Road and is marked with the relevant fire assembly point sign.

The duty member of the community team or site staff will then approach the "hirer" (the person who completed the booking form) to confirm that all their users are present.

They will then report to the emergency services on arrival to inform them of the situation.

When the facilities are deemed to be safe for use by the emergency services the duty member of the community team/site team will inform you that it is safe to return.

Under no circumstances should any member of the community enter the building during an alarm or prior to being told to do so by the duty member of staff.

All alarms should be treated as a genuine alarm, unless informed by a member of the community/site team of a periodic alarm test being carried out.

Access to the STP: No parking will be allowed on Lower Chase Road. All access to the STP either by foot, bicycle or motorised transport must be off New Road.

**THESE INSTRUCTIONS ARE ISSUED FOR THE SAFETY OF ALL WHO USE THE COLLEGE BUILDING. PLEASE ENSURE THAT BOTH YOU & YOUR PARTICIPANTS KNOW WHAT TO DO IN THE EVENT OF AN EMERGENCY.**



The College reserves the Right to serve notice and review charges from 1<sup>st</sup> April each year.

## **ABRIDGED REGULATIONS FOR THE HIRE OF EDUCATION FACILITIES**

### **1. Acceptance of Conditions**

The hiring of accommodation is permitted only on the condition outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptable of these conditions.

### **2. Compliance with conditions**

The hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

### **3. Procedure for Arranging and Cancelling a Hire**

Applications for the hire of the college premises should where possible be made at least three weeks in advance.

A prospective hirer shall submit a completed application form, in accordance with the procedure described on the form. The college reserves the right to cancel any hire without notice. Every effort shall be made to give reasonable notice to a hirer, and, whenever possible, alternative facilities offered. For long term, established lettings the maximum booking term will be one year and the minimum, one term. If for any reason, a long term letting agreement is cancelled, the hirer is expected to pay 50% of the remaining costs of that letting. Any new long term lettings will be initially offered a term's contract with the option for an extension. The full charge paid shall be reimbursed provided that written notification of cancellations is received by the college at least seven days before the period of time. In general reservations will not be accepted for dates more than 12 months in advance except for special events such as those needing extensive preparations.

### **4. Refusal of hire**

The Director of Community on behalf of the head teacher may refuse an application to hire the premises if:

- (a) the premises are required by the college;

there has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer;

the proof of financial history provided is inadequate;

for any other reason the governors deem it necessary or expedient to withhold the permit;

No compensation shall be payable by the college for a refusal of hire.

### **5. Cancellation by the Hirer**

The hirer must give at least 2 weeks` notice of cancellation to the Director of Community, acting for the head teacher and governors. If any shorter period of notice is given, the college reserve the right to pass on to the hirer any costs unavoidably incurred.

## **Cancellation by the College or Governors**

The college reserve the right to cancel any hiring without notice if:-

the accommodation, will due to circumstances outside their control, be unavailable for the hire period the Hirer has failed to disclose material information concerning the proposed hiring, or there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent

### **7. Exclusion and Termination**

The college reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The Director of Community (on behalf of the head teacher) reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the hirer any additional expenses incurred as a result of this condition. If the Director of Community's representative considers the behaviour of the hirer, their guest / delegates or third party contractors to be unreasonable, then the representative may cancel and / or terminate the event with immediate effect and the college shall not be obliged to refund any part of the hire charge.

### **8. Insurance**

The Council has an insurance policy which covers letting in aided, controlled and special agreement Colleges. This policy covers the hirer and the users against any accident or injury caused as a direct result of the facilities and or college equipment. Hirers must protect their users against all other forms of accidents and or injury. Where Parent Teacher Associations are making use of college premises under the provisions for free lettings for this purpose, it is important that the use is booked as a letting to ensure that the insurance cover applies. The insurance operates only for the duration of the lettings taking place under the provisions of the lettings regulations. It is a Public Liability policy and covers the legal liabilities of the user (s) for:

The hirer shall indemnify the College and Hampshire County Council against all claims for damages, compensation and/or costs in respect of:-

i) bodily injury to persons other than by members of the using organisation as a result of it's activities.

or illness Third Parties, and/or

(ii) loss of, or permanent damage to:

(a) the County Council's property and equipment and,

(b) members of the using organisation's personal property.

Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises and/or loss or damage to the college premises and contents therein the property of Hampshire County Council

Subject to an excess of £100 in respect of a loss of, or damage to property caused other than by fire or explosion i.e the hirer must meet the first £100 of each and every claim. The limit of indemnity is £5,000,000 in respect of any one incident. (See *Insurance Regulations form for further details*)

The Hirer shall affect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in this condition.

### **9. Activities for Children**

For these activities, a hirer shall ensure that two responsible adults are present, and in charge throughout the whole period of hire. It is recommended that one adult is a qualified First Aider.

10. **College Equipment**

Only equipment for specific organised sporting activities may be used on the STP.

11. **Fabric and Fittings (Use of the College Buildings)**

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. Official exit ways must be kept clear at all times. Any alteration to the College's lighting or heating system is strictly forbidden. The hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

12. **Storage**

Storage facilities cannot usually be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

13. **Hirer's property**

Safe/suitable furniture and apparatus may be brought on to the premises at the hirer's own risk. Hirers shall not bring on to the premises any article of a flammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature. The hirer is responsible for the safe guarding and safe keeping of all items belonging to the hirer, their guests / delegates or third parties engaged by it. The college accepts no responsibility for such items.

14. **Billing**

The hire of the facilities will be subject to payment in advance of the event. In special circumstances where this may not be possible permission must be obtained from the College and alternative arrangements made.

The hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the Governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the Community Manager acting on behalf of the governors, and this decision will be final.

15. **Statutory Requirements**

All statutory requirements, including those relating to health and safety, must be strictly fulfilled by the hirer.

16. **Suitable Qualifications**

Where applicable evidence of suitable qualifications and insurance cover must be provided at the time of booking.

In addition, where requested by Swanmore College of Technology other evidence pertaining to the hire must be produced e.g. ofsted or financial history.

17. **Attendance and Behaviour**

The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall at all times provide an adequate number of

supervisors for any activity and those supervisors shall be present through out the period of the hire. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.

It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and hirer's insurance arrangements.

18. **Alcohol**

Under no circumstances shall alcoholic drinks be available or consumed at the College associated with the hire of the STP.

19. **Gambling**

The facility may not be used for gambling.

20. **Fire Precautions**

Hirers shall familiarise themselves with the fire precautions in force on the premises, and with the means of escape in the event of a fire. The hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times. The Hirer is responsible for ensuring that their party are all out and accounted for and report to the Site Staff in charge at the main entrance of the College.

21. **First Aid**

First Aid is the responsibility of the hirer and the hirer is responsible for supplying a small First Aid kit at all times.

22. **Smoking**

Smoking is not allowed anywhere in the building and surrounding grounds.

23. **Premises Assistant**

The Site Staff and the Community Staff are instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Staff & Community staff on duty must therefore be followed.

24. **Right of Access**

Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability. The governing body and its agents reserve the right of access to the premises during the letting.

25. **Sub Letting**

The Hirer may not assign or sub-let the hire of the College.

## **Hirer's Insurance – Indemnity Clause**

In accordance with the terms of hiring it is customary to require persons / organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and / or damage to property.

### **A INJURY TO PERSONS OR PROPERTY**

1 The Hirer shall indemnify the College and Hampshire County Council against all claims for damages, compensation and / or costs in respect of :

- (i) bodily injury or illness to Third Parties, including the County Council's servants and agents and / or
- (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.

2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of

£10 million for commercial lettings except where otherwise agreed  
£5 million for non-commercial lettings

### **B DAMAGE TO PREMISES AND EQUIPMENT**

1 The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the College and /or Hampshire County Council, except when loss or damage to the premises or contents are as a result of the negligence of the College or Hampshire County Council.

2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of

£10 million for commercial lettings except where otherwise agreed  
£5 million for non-commercial lettings

Hirers must produce evidence that the required insurance cover is in place at least 7 days before the event.

## **NON-COMMERCIAL HIRERS**

Due to difficulties experienced by non commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £5 million (the lowest limit acceptable for use of Hampshire County Council premises) the County Council has arranged for the following policy, and Hirers who cannot produce evidence of Public Liability insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance arranged by Hampshire County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium is included in the hiring fee payable.

HAMPSHIRE COUNTY COUNCIL – ON BEHALF OF NON-COMMERCIAL INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL COLLEGES, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER HAMPSHIRE COUNTY COUNCIL PROPERTIES

## **OPERATIVE CLAUSE**

The indemnity will cover individual hirers for their legal liability for injury / illness to third parties and / or loss / damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the Hirer under the terms of the hiring agreement.

#### LIMITATIONS

For loss / damage caused other than by Fire or Explosion, cover is subject to an Excess of £100

Damage resulting from Fire or Explosion is limited to £5 million

#### EXCLUSIONS

Political Meetings and Professional Entertainment Promotions

Commercial, business or trade hiring

#### PREMIUM

The premium is charged within the Hire Fee

#### **NOTE**

This is a public liability insurance policy. It does not provide cover for:

Employers Liability – If the hirer has employees the hirer must provide this cover.

Professional Negligence of the Hirer – if the hirer is providing a professional service, they must take out this cover for themselves.

Personal Accident – cover for participants in the hirer's activity where they have been injured as a result of pure accident and there is no negligence on the part of the hirer.

Updated 12/12  
By Community Manager