

Hadrian Learning Trust

Out of Hours Management Plan

For operation of facilities at Whetstone Bridge Road, Hexham, NE46 3JB

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Objective

Hadrian Learning Trust (the Trust) aims to ensure that:

- its facilities are available for the local community, sporting and other organisations outside of the schools’ core hours;
- all facilities open to the public and other users are well-managed and maintained and operated in a safe fashion that is considerate to neighbours.

This document should be read in conjunction with the Trust’s Lettings Policy, the Lettings of School Premises and Facilities booklet which contains the current conditions of hire, and the Community Use Agreement.

Facilities

Hadrian Learning Trust has new and refurbished school buildings and external facilities, due for occupation in September 2021. These will include the following facilities which are available for the benefit of the local community outside of school hours:

Internal facilities

- 6-court sports hall, 2-court sports hall and fitness suite, including changing facilities
- Large hall spaces, including the middle school hall, the high school hall, the Hydro Hall, the Winter Gardens, the theatre and two dining halls
- Classrooms, including specialist science labs, DT workshops, food technology and ICT rooms
- A catering kitchen and café
- Meeting/conference rooms
- Other specialist spaces, such as music practice rooms, a dark room, and two learning resource centres

External facilities

- Full size, all weather, 3G football/rugby pitch with sports lighting (northern pitch)
- Full size, all weather, sand dressed hockey pitch with sports lighting (southern pitch)
- Full size grass pitch
- 3 Multi-Use Games Areas (MUGAs), equivalent to 9 tennis courts
- Garden areas
- Car parking

All new and refurbished facilities are expected to be available for public use from September 2021, other than:

- the 3G pitch, which will be available from Easter 2021 (subject to receiving necessary approvals);
- the grass pitch, which is expected to be completed in March 2022, but needs a year's growth period before being brought into use.

The trust has a licence to host civil weddings and civil partnership ceremonies. Information regarding licences for the sale of alcohol and public entertainment are included in the Letting of School Premises and Facilities booklet and Weddings documentation pack. Amplified music is not permitted in the Winter Gardens by non-school users due to the transfer of noise to neighbouring properties.

Hours of operation

The hours of operation of the site will be as follows:

	Internal spaces	Southern pitch	Other external pitches/MUGAs	Car park
Monday-Friday*	06:00 to 22:30	08:00 to 21:00	08:00 to 22:00	06:00 to 22:30
Saturday	08:00 to 23:00	09:00 to 18:00	09:00 to 18:00	08:00 to 23:30
Sunday/Bank Holiday	08:00 to 20:00	09:00 to 18:00	09:00 to 18:00	08:00 to 20:00

* On weekdays during term time, out of hours operation will commence after school core hours at 17:00, unless the facilities are required for school events such as parents' evenings, theatre performances, concerts, presentations or sporting fixtures.

Sports lighting, to the two artificial pitches, will only be in operation when the pitches are in use in line with the hours of operation above.

Responsibilities

Hadrian Learning Trust will:

- have overall responsibility for the site;
- maintain the facilities to a high standard, including undertaking planned and reactive statutory maintenance, in a manner that will allow safe community use;

- make the facilities available on the occasions and times included in this document, other than required for school use;
- ensure that the site is adequately prepared for all bookings and events;
- establish an easy and accessible system for booking the facilities;
- insure the facilities against all usual commercial risks including public liability in its full reinstatement value;
- resource the facility and provide a key point of contact who is available throughout all bookings, who will also be the appointed person for the purpose of communicating with emergency services if required;
- provide caretaking, cleaning, lighting, heating and such other amenities as required for the facilities and their intended use;
- ensure that the facilities comply with all legislation and guidance in force at the time of operation;
- ensure that the facilities, including the sports lighting, are operated in line with stipulations set out in the Community Use Agreement;
- ensure that users complete all required paperwork prior to hiring the premises, and comply with the conditions of hire set out in the Lettings of School Premises and Facilities booklet;
- determine the pricing policy and publishing the scale of charges on school websites;
- respond to complaints in accordance with the Trust's Complaints Policy and Procedure.

Users of the facilities, including spectators, must:

- comply with all conditions of use in the 'Lettings of School Premises and Facilities' booklet;
- use the facilities in a polite and courteous manner at all times and comply with reasonable instructions from the duty site staff;
- arrange appropriate insurance cover to indemnify the Trust against all claims arising out of their use of the premises;
- comply with all relevant requirements of Health and Safety Legislation;
- ensure that all activities to be undertaken are covered by any appropriate licences;
- take reasonable care of all rooms, fixtures, fittings and equipment, and keep the facilities in a clean condition, placing litter in the appropriate bin;
- ensure that their noise level does not interfere with other activities within the building or cause inconvenience for neighbours;
- leave the site in a quiet and orderly fashion so as not to disturb neighbours;
- not leave personal items unattended – the Trust cannot accept responsibility for the loss or damage of personal items;
- report any accident, incident or maintenance issue to the duty manager at the earliest opportunity;
- not deposit or leave any goods whatsoever on the premises, unless by prior agreement with the Trust;
- not allow the parking of vehicles other than as agreed with the Trust;
- not allow dogs, other than guide dogs, on the premises other than by separate agreement with the Trust.

Booking the facilities

Facilities are available for private use and community/charitable use, including to commercial organisations running sporting, educational and other activities. Decisions whether to permit lettings will be made by the Executive Headteacher.

A lettings enquiry form must be completed and returned in order for a booking to be confirmed. This form requires hirers to agree to the general regulations and conditions for the use of school premises outside the normal school day as contained in the 'Lettings of School Premises and Facilities' booklet. This includes stipulations in relation to:

- Supervision
- Insurance
- Health and Safety – including clothing and footwear, accident reporting, first aid, emergency evacuation, emergency contact and risk assessments
- Safeguarding children

Hirers are required to sign to acknowledge that they agree to abide by the terms and conditions of the letting, and that they will ensure that everybody making use of the accommodation complies with these conditions.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

Parking and access arrangements

Access to the site is via the main entrance on Whetstone Bridge Road. All users of the facilities are expected, wherever possible, to park on the school site. Car parking spaces will be available for community users, including accessible car parking spaces. Bus/coach parking spaces are also available. Vehicles must be parked in marked bays and in accordance with any signage or other instructions from Trust staff. Vehicles cannot be left on site over night or outside of the hiring times. Bicycle parking spaces are available for community users.

On arrival, the lead hirer must report to either the reception desk in the sports building (for sports lettings) or to the duty manager. All hirers must leave the site promptly at the end of their booking.

The majority of the site and buildings are fully accessible by disabled users. Further information is available on request.

Staffing out of hours

A duty manager will be assigned for all hours of operation, who will be responsible for opening, preparing and closing the facilities, and for access for external providers. The duty manager for each booking will check in advance that all relevant documents have been received, and ensure they understand and can deliver the set-up requirements.

The duty manager phone number will be provided to all hirers prior to each event so that they can be contacted if assistance is required, or in case of emergency. Their contact information will also be published on the school website.

During the day Monday to Friday, school site staff will be present. Evening and weekends will be managed by the duty manager.

Security

The facilities will be locked and alarmed when not in use, and the school site will be secured by entrance gates that will be locked and unlocked each day by the duty manager in line with the hours of operation specified above. 24-hour monitoring will be undertaken by CCTV cameras.

Pricing

Pricing will be determined by the Trust, taking into account operational and capital costs, local and regional benchmarking and inflation, and acting in accordance with any pricing obligations in any existing or future grant funding agreements.

Prices will be set out in the lettings scale of charges, which is published on the schools' websites.

Compliments, Suggestions and Complaints

We welcome comments on our performance and will investigate complaints thoroughly. Compliments or suggestions can be offered verbally to the duty manager on the day of the booking, or sent in by email or telephone by both hirers and neighbours.

Complaints should be made in line with the procedures outlined in Hadrian Learning Trust's [Complaints Policy and Procedure](#), which sets out the procedure for making a complaint, and the mechanism for review should the complainant be dissatisfied with the response received. We strongly advise any hirer that is dissatisfied with any aspect of the service they have received to initially speak with the member of staff on duty. We hope that most complaints can be settled quickly and as close to the source of the problem as possible.

Review

This policy will be reviewed regularly, and at least every two years, and take into account any feedback received from hirers and neighbours.

Site-specific documents

- Lettings of School Premises and Facilities booklet/Weddings documentation pack
- Lettings enquiry forms
- Lettings scale of charges
- Child Protection Policy
- Accident/Incident Form