

**EPSOM COLLEGE SPORTS CENTRE
NORMAL OPERATING PROCEDURE**

&

EMERGENCY ACTION PLAN

NOVEMBER 1998

Epsom College Sports Centre
Epsom College
Epsom
Surrey
KT17 4JQ

October 1998

**NORMAL OPERATING PROCEDURE (N.O.P.)
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NORMAL OPERATING PLAN

AIM: To establish operating procedures for Epsom College Sports Centre for use by pupils, staff of the school and Hiring Organisations. (This document shall also be used in conjunction with the separate " Emergency Action Plan")

1.0 PLAN OF THE BUILDING (Appendix 1)

The plan includes the location of emergency exits, Fire Extinguishers and chemical storage.

2.0 ACCOMMODATION

Ground floor

2.1 Sports Hall 1	35m x 18m 630 msq
2.2 Sports Hall 2	35m x 18m 630msq
2.3 Foyer	16m x 3.5m
2.4 Changing rooms (Male and Female)	10m x 4.3m
2.5 Squash Courts (6)	6.4m x 9.9m 63msq
2.6 Office area	4.3m x 5.3m
2.7 Fitness area	10.3m x 8.7m
2.8 Sports Hall store (1)	4m x 13m
(2)	10m x 4.4m
General Store	1.7m x 2.7m
2.9 Toilets Mens Ladies Disabled	

First Floor

2.1i Fencing Salle	15.5m x 16.5m 256msq
2.2i Club Room	8m x 4.7m
2.2i Plant Room	5.5m x 4.5m
2.3i Female Changing Room	3.7m x 4.5m
2.4i Male Changing Room	4.5m x 4.8m
2.5i Seating Area	6.4m x 12.8m

3.0 CAR PARK

Adjacent to the centre with a capacity of 30 cars.

4.0 POTENTIAL RISK FACTORS

Regulations for the safety of members of the school and other users are detailed in Appendix 2, the Emergency Action Plan and the following paragraphs.

It is each hirer's responsibility as far as is reasonably possible to prevent foreseeable accidents by drawing attention to the points covered within this N.O.P. and exercising authority to stop any activity that is potentially dangerous. The procedure for reporting accidents is detailed in Appendix 3.

5.0 HANDLING OF CHEMICALS

Extreme care should be taken when receiving deliveries of chemicals.

- i) Check that all goods delivered:
 - conform to the delivery note.
 - are correctly labelled.
 - then sign delivery note.
- ii) When transporting the goods to the storage area keep them upright.
- iii) Stock should be used in rotation of date order.
- iv) Wear protective clothing provided when working with chemicals.
- v) Empty containers must not be used for storing any other materials and should not be mixed with any other empty packages.

6.0 SECURITY AND SAFETY

6.1 Fire extinguishers are located in the centre and are shown in Appendix 1.

6.2 A list of suppliers and service companies is maintained in the Clerk of Works office.

6.3 A list of key holders is maintained by the Director of Sport.
(Mr A Wolstenholme)

7.0 SAFETY AND FIRST AID

Emergency equipment comprises:

- telephone in foyer by Hall 1.
- First Aid Kit located by office in foyer.

8.0 SUPERVISION

The person in charge should be present at all times whilst the group are using the facilities.

8.1 The safety guide should be explained on the first session of each term (Appendix 2).

8.2 Before leaving each group shall ensure that all equipment is returned to the appropriate storage points.

8.3 Maximum Numbers for the centre are as follows:

Hall 1	300 people
Hall 2	300 people
Fencing Salle	110 people

9.0 REGULATIONS

9.1 In the interest of hygiene and safety, all users of the centre shall comply with the regulations (Appendix 2)

10.0 OPENING AND CLOSING PROCEDURE

10.1 The person responsible for the group is the only one authorised to open and close the premises.

10.2 Opening procedure

- Unlock the outside door
- Switch on lights
- Unlock specific hall that is being used
- Check all doors and windows
- If there is any sign of unauthorised entry, report to the Bursar's office and to the Director of Sport. (Appendix 2)

10.3 Closing procedure

- Check all windows and doors are closed
- Check changing rooms
- Switch off lights
- Lock specific hall used
- If last out from the centre lock outside door

10.4 Any damage or deficiency please report to the Bursar's Office and to the Director of Sport. (Appendix 2)

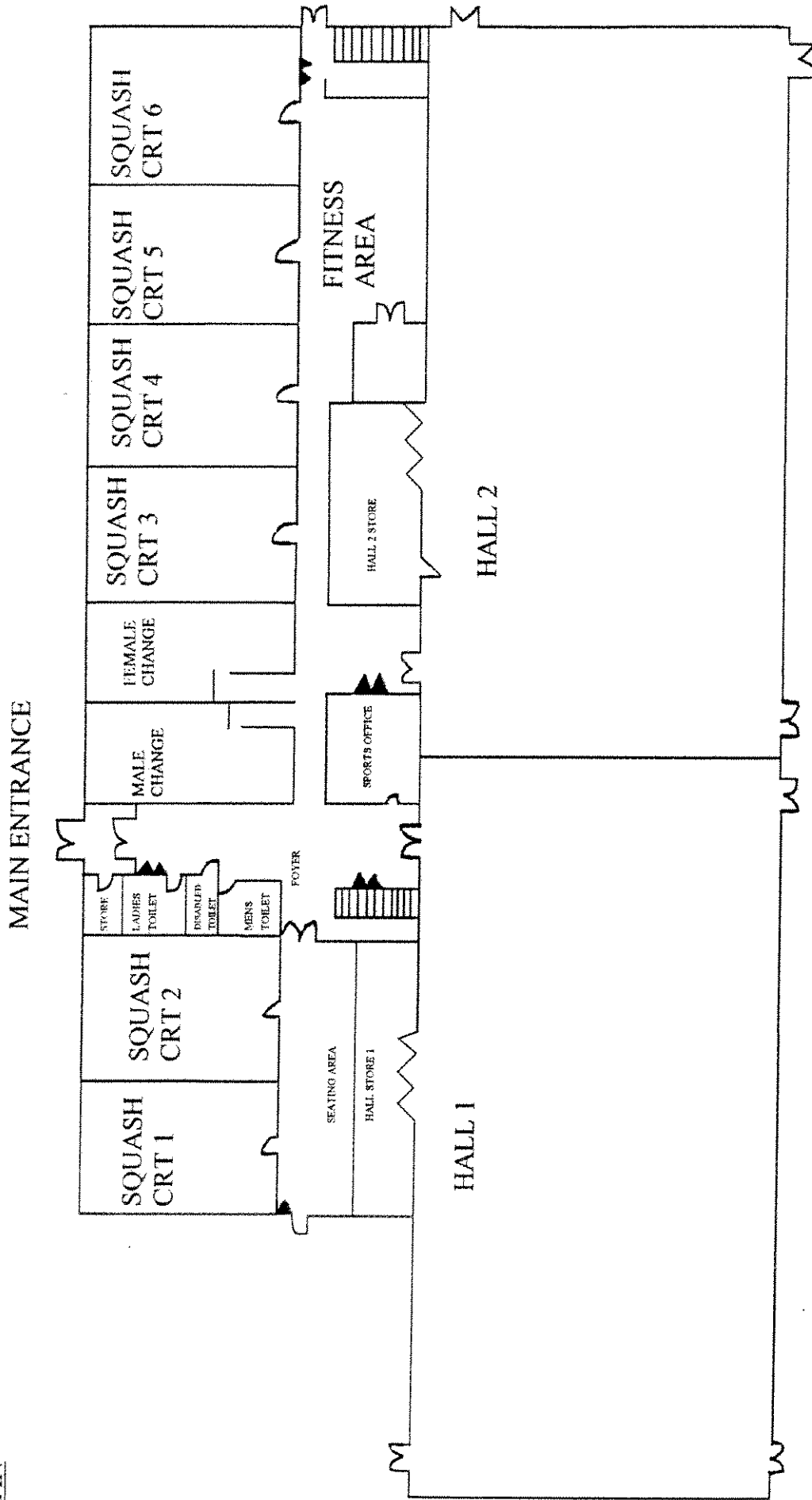
11.0 STAFFING

See Appendix 3

12.0 HIRE

Conditions of hire are detailed in Appendix 5.

EPSOM COLLEGE
SPORTS CENTRE
GROUND FLOOR
PLAN

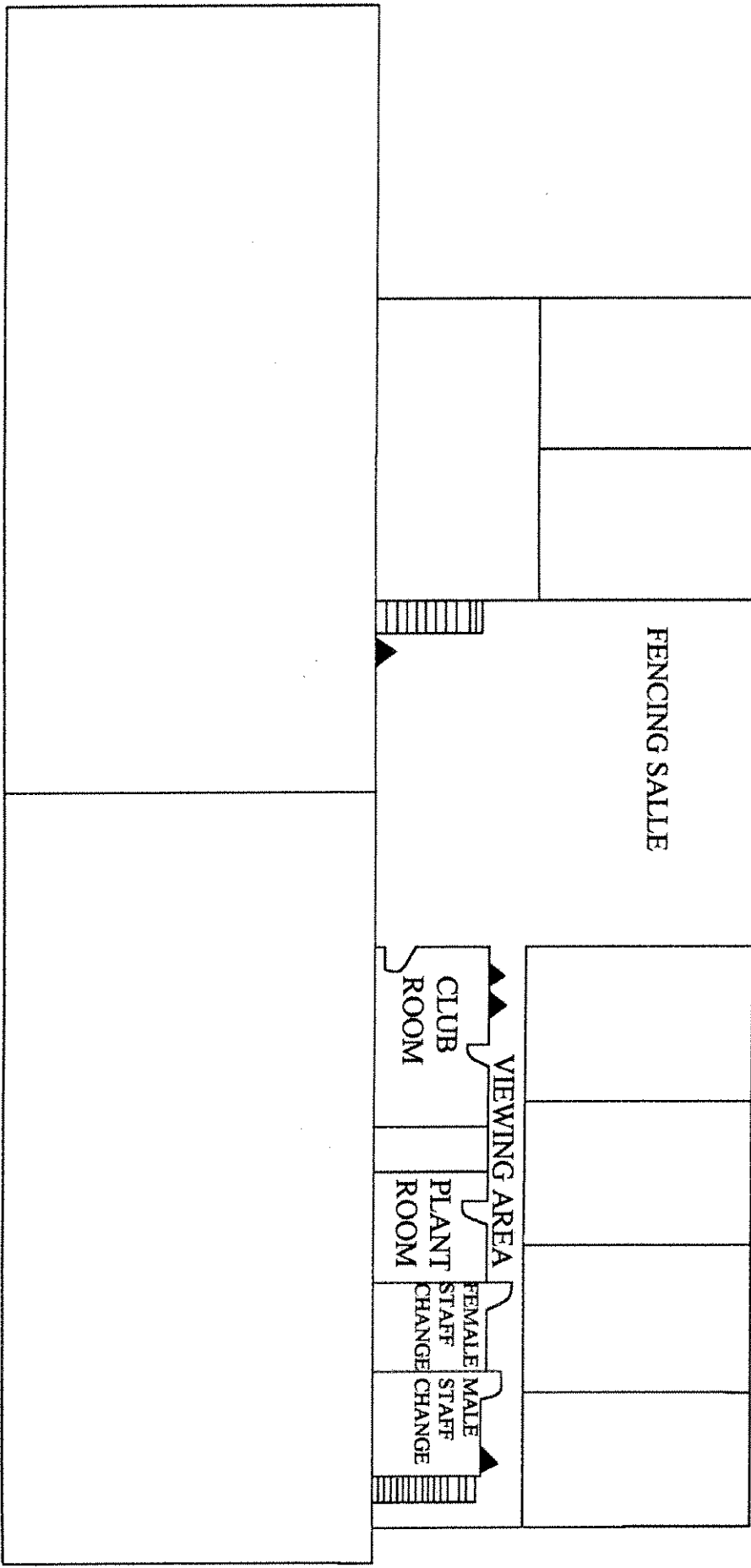


KEY

▲ - Fire extinguisher

APPENDIX 1(i)
(not to scale)

EPSOM COLLEGE
SPORTS CENTRE
FIRST FLOOR PLAN



KEY

▲ - Fire extinguisher

APPENDIX 1 (ii)
(not to scale)

APPENDIX 2

REGULATIONS FOR THE SAFETY OF MEMBERS OF THE SCHOOL AND ALL OTHER USERS OF THE SPORTS CENTRE.

The Sports Centre is used by various groups at any one time and these rules are provided for the safety of all users.

1. No child under the age of 16 years shall be admitted or allowed to remain on the premises unless accompanied by an adult member.
2. No outdoor footwear shall be worn in the sports halls or squash courts.
3. Anyone abusing the facilities or causing malicious or unnecessary disturbance shall be asked to leave and will be excluded from the centre.
4. Smoking is not allowed in the building.
5. No food or drink is to be consumed in the Sports Centre (other than the Club Room).
6. Glassware or bottles of any sort are not allowed in the building.
7. Any accident must be reported to the Bursar (01372 821133 or internal 1133) and the Director of Sport (01372 821272 or internal 1272). It is the duty of the supervisor to ensure that any accident is recorded on a accident form (which are in the first aid box).
8. The safety equipment is for emergency use only.
9. For out of hours emergency maintenance please ring 5555 (internal only) or 0410 384436 (ext).
10. The Fitness Area
All users are to complete an induction Course authorised by the Director of Sport.
No one below the age of 16 may use the equipment unsupervised.
No one should train alone.

EPSOM COLLEGE SPORTS CENTRE

RULES AND GUIDANCE OF HIRE

BY EXTERNAL CLUBS AND ORGANISATIONS

APPENDIX 3

1. A list of the weekly bookings and rules for the use of the facility are posted on the first noticeboard by the Entrance Doors. Please observe the timings and procedures listed below.
2. The facilities are hired on the understanding that there will be no member of the College Staff on duty. Clubs are requested :-
 - (a) to put out and then return all equipment to its correct storage position
 - (b) to make sure that all footwear is clean, drinks and food are not taken into the facility and that there is no smoking
 - (c) not to use the fire doors (except in an emergency)
 - (d) to switch off all lights after use and to close and lock the Main Doors if the Club has the last booking having first checked the Building is empty.
 - (e) not to use the facilities for any purpose other than that specified on the 'application for hire form', neither shall the hirer sublet use of the facilities to other individuals or groups

3. Please report any damage or problems to the College :-

01372 821272 Director of Sport.

Outside Hall 1 there is a telephone (phone card) and the emergency number is listed. There is also an Internal emergency phone. There is an emergency phone in the Swimming pool office.

The First Aid Boxes are located outside Hall 1 and in the Swimming pool office, all accidents must be reported on the accident report forms that are kept in the First Aid boxes. Also please note Appendix 4.

4. Very occasionally rainwater may leak through the extractor fans in the Sports halls please mop up otherwise the floor will be very slippery.

Thank you for your co-operation.

A.WOLSTENHOLME

APPENDIX 4

EPSOM COLLEGE SPORTS CENTRE REPORTING ACCIDENTS - LEGAL REQUIREMENTS

Those in charge of the Sports Hall have duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to report accidents to the enforcing authority (the Health and Safety Executive or the local authority).

In Particular:

If anyone working at the Centre or any member of the public on the premises dies or is seriously injured as a result of activities at the Centre, the person in charge of the group must immediately notify the enforcing authority by the quickest practicable means

(normally by telephone, see poster by telephone). This must be followed up within seven days by a written report of the incident. Form F2508, obtainable from the college Bursar, must be used.

The college must also send a report on Form F2508 to the enforcing authority within seven days if any employees are off work for more than three consecutive days (including normal days off) or spent greater than 24 hours in hospital as a result of any accident in the Sports Centre.

A record of any reported incident must be kept on the premises.

Further information on duties under the Regulations can be obtained from the HSE Area Offices. HSE have published a free leaflet, and more detailed guide.

APPENDIX 5

CONDITIONS OF HIRE

1. Each user group must advise Epsom Colleges Director of Sport.
(Mr Wolstenholme) of who is in charge of and responsible whilst the group is in the building.
2. Only approved equipment may be used in the building and the College reserves the right to refuse equipment considered unsuitable.
3. The College reserves the right to refuse admission to any persons refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other customers.
4. Hiring groups or individuals will be held responsible for any damage caused to the building property during their hire.
5. Epsom College shall not be held responsible for any personal injury or loss of hirers' personal property during their time in the building.
6. A no smoking policy operates throughout the building
7. No food or drink shall be consumed on poolside or in the changing rooms.
8. The hirer shall not use the facilities for any purposes other than that specified on the application for hire form, neither shall the hirer sublet the benefit of any permission to use the facilities hired.
9. The hire shall ensure that the accommodation and equipment used is left in a clean, tidy and orderly condition at the end of the period of use.
10. The hirer shall ensure that the doors from the changing rooms to the pool are bolted at the end of the use of the pool and the office door to the pool is locked.
11. The hirer shall ensure that appendices 2 & 3 are adhered to.

EMERGENCY ACTION PLAN

1.0 GENERAL

1.1 Fire extinguishers are located as follows:

Ground floor:

Outside hall 1 (2)

Outside Hall 2 (2)

Foyer (2)

Squash Courts 1 & 2 Viewing area (1)

Outside Fitness area by back stairs (2)

First Floor:

Fencing Salle (1)

Viewing Gallery (3)

1.2 Emergency equipment includes:

Stretcher

First aid kit

Telephone

All the above are located in the foyer.

2.0 SPORTS CENTRE

2.1 In ANY EMERGENCY (e.g. fire or power failure) anywhere in the centre, clear the building.

Assembly point is Sports Centre Car Park

Inform Bursar's office (see N.O.P. Appendix 2)

2.2 OVERCROWDING:

In the event of overcrowding in the centre, the supervisor shall ask the appropriate number of users to leave the area until he / she is satisfied that there is no potential danger. In the event of disorderly behaviour, if the culprits do not respond to a request to stop, they shall be asked to leave the building. If this request is refused, call for assistance. If necessary, to avoid danger to others, evacuate the building.

2.3 FAECES- SOLID / RUNNY STOOLS / BLOOD OR VOMIT:

In the event of an accidental discharge of FAECES, DIARRHOEA, BLOOD or VOMIT the following procedure shall be followed:

- Isolate the affected area from all users.
- If the discharge is in any other place, clear all users from the immediate area and clean thoroughly with spill kits provided. Use as per instructions on the box.
- Please inform the Director of Sport (see Appendix 2 N.O.P. for Tel No.) if the kits have been used.