



## SPORTS HALL POLICY

**This Policy includes the Junior School and Senior School**

The full time member of the PE Department must carry full responsibility for their facility and working environment, which in this case is Mrs Karen Orr. This member of staff will be supported by other colleagues who use the facility including additional members of the PE department.

### ***Daily Routine:***

- A. In the morning prior to lessons beginning the Sports Hall must be checked for:
  - 1. Any Items of children's PE Kit in the hall and both changing rooms. (This must be bagged-up and taken to the school office, by lunch-time.)
  - 2. Damages, all damages must be reported directly to the school office, or Mr Harrison.
  - 3. Health and Safety Checks, anything that poses a risk to children, visitors or staff must be reported, and the hall must be where possible free of clutter and equipment.
  - 4. All emergency exits must be free of obstructions.
  
- B. After each lesson students must be brought out of the changing rooms, and sat on benches so that both changing rooms can be checked for damages, equipment and un-flushed toilets etc.
  
- C. At the end of the day the morning checks must be carried out again, including taking any items of PE equipment being left in the hall to the Sports Hall.

The school cleaner will clean the changing areas twice weekly, as well as cleaning the toilet areas nightly.

Finally other colleagues and external bodies will on occasions utilise the facility. They should however leave the hall in an acceptable condition, and in the way in which they found it. Please report any instances where this has not been left in a satisfactory manner. All PE Department staff have the right and responsibility to speak to other colleagues if they are unhappy as to the way in which the hall or their equipment has been used.

*Reviewed by Jonathan Harrison, Headteacher, July 2020*

*Next Review Date: July 2021*