



## **Roundwood Park School Facilities**

**(Covers 3G Pitch and Junior 11 Grass Pitch)**

Note: If you are using this venue and are aware of any issues with this document, either the instructions of use or issues that may affect its safety, please inform the Club, via the following email address [facilities@harpencolts.com](mailto:facilities@harpencolts.com)

**HARPENDEN COLTS  
INSTRUCTIONS FOR USE  
AND RISK ASSESSMENT**



## INSTRUCTIONS FOR USE

<b>Venue Manager (to be contacted with any queries about the venue)</b>	<p>Sarah Bremner</p> <p>07917405254</p> <p>sarah.bremner@harpendencolts.com</p>
<b>Pitch Booking</b>	<p>Via Harpenden Colts pitch booking page. Please follow the KO times shown on the booking page as these reflect our booked slots at the venue.</p> <p>If you don't have booking rights to use the page – contact secretary@harpendencolts.com</p>
<b>Arrival at venue</b>	<p>No need to check in with RPS staff at the Sports Centre Reception unless you would like to start a session early and the pitch appears to be free – do not enter pitch before your allocated time unless given express permission by RPS staff</p> <p>Please note that for fixtures on Sunday the tight timing means you may not be able to warm up on the pitch for the later fixtures, or will have to keep the warmup very short. For the 9.45 KO RPS is fine with players arriving at 9.15 to warm up.</p>
<b>RPS Staff</b>	<p>RPS staff have the right to direct our coaches and players whilst we are using their facility. Please ensure that all coaches, players and spectators are polite to and comply with any instructions given by RPS staff.</p>
<b>Storage</b>	<p>The Club has access to the metal storage container in the viewing area of the 3G pitch. To gain access please speak to the Sports Centre Reception.</p>
<b>Vehicular Access</b>	<p>If possible. the site should be accessed on foot or by bike, with cars left off site.</p> <p>All cars should approach and leave the site using a one way system – approaching via Park Hill and leaving via Roundwood Lane</p> <p>5 mph maximum speed on the site and no sounding of horns</p>
<b>Parking</b>	<p>As shown on the site plan – but recommendation is to try and access the facility by foot or by bike if possible</p> <p>Consider dropping off older children outside the facility, for them to walk in, or in the turning circle outside the primary school</p>
<b>Spectators</b>	<p>For 3G pitch, only in viewing area or around the pitch outside the fence. Only coaches and players on the pitch.</p> <p>For Sports Centre, only in the balcony</p>



<b>Refreshments</b>	Available from the vending machine in the Sports Centre Reception
<b>Dogs</b>	None allowed on the school site other than service dogs
<b>Chewing gum</b>	None allowed on site – please ask players to remove gum and dispose of in the bin if you see them chewing.
<b>Goals/nets</b>	For 3G pitch, goals should be located on the pitch. Please do not move any of the smaller goals off the pitch. They can be moved to the recessed tarmac when not needed. Goals should never be moved into the spectator area.
<b>Corner flags</b>	20 corner flags available on the pitch or from the Sports Centre Reception
<b>Respect lines</b>	3G pitch, not needed as spectators in viewing area Grass pitch, squads need to bring their own respect line
<b>Footwear</b>	3G pitch – no blades or flat bottomed shoes – plastic or moulded studs only, metal studs are acceptable but not ideal Sports Hall – non-marking indoor trainers or astro turf boots only
<b>Toilets</b>	Toilets are available in the Sports Centre
<b>Snow instructions</b>	In theory the pitch can be used when covered with light snow. But do not remove snow from the surface with brushes or use the brushing machines as this will damage the surface. The only recommended action to remove snow is by running on/using the surface if it is deemed safe to do so as that will help melt the surface covering of snow.
<b>Defibrillator</b>	See risk assessment that follows
<b>School Closed to Lettings – Sports Hall and 3G out of action</b>	Thursday 29 September 2022 Monday 2 January 2023 Tuesday 17 January 2023
<b>End of session arrangements</b>	School is responsible for end of season arrangements.



## RISK ASSESSMENT

Issue	Details	
<b>Full Address</b>	Roundwood Park School, Roundwood Park, Harpenden, Hertfordshire	
<b>Post Code</b>	AL5 3AE	
<b>Vehicle Access</b>	See attached plan. Turn off Roundwood Park into the School Follow the appropriate access route shown on the plan depending on the area being used.	
<b>Nearest Hospital</b> (with Emergency Department)	Name:	Luton and Dunstable University Hospital
	Address:	Lewsey Road, Luton, LU4 0DZ
	Contact No;	01582 491166
	Journey Time	15 Mins  (Alternative Watford General Hospital – WD18 0HB 29mins – 01923 244366
<b>Nearest Minor Injuries Unit</b>	Name:	Hemel Hempstead General Hospital
	Address:	Hillfield Road, Hemel Hempstead, HP2 4AD
	Contact No;	01442 213141
	Journey Time	25 minutes
	Open	9am – 5pm every day
<b>Location of nearest Defibrillator</b>	There are two defibrillators. One is situated in the Sports Centre which is located adjacent to the 3G pitch (See attached Site Map). The other is situated in the Reception next to the Main Hall of the School, as you enter the building straight in front of you travelling from the main entrance on Roundwood Park. Help can be sought from the Duty Manager/Lettings Attendant in the Sports Hall on a Motorola Radio which will be provided or telephone 01582 714019. Tim Stanbridge, School Site Manager can also be reached on 07916423448. N.B All Sports Centre staff are fully emergency aid trained.	
<b>Nearest land line</b> (which is available in evenings and weekends)	There is a land line located in the Sports Centre and another in Reception (See above)	
<b>Contact Number (during session)</b>	The Lettings Attendant on the day should provide you with a Motorola radio on arrival or you can contact them on 01582 714019. Tim Stanbridge, School Site Manager can also be reached on 07916423448.	



**IMPORTANT ADDITIONAL INFORMATION FOR COACHES – PLEASE READ. DO NOT IGNORE!**

**It is vital that all goals are anchored securely before use! This includes in the Sports Centre Hall, the Gym, or outside on the pitches.**

**SERIOUS INJURY COULD OCCUR IF THIS IS NOT DONE!**

**The Sports Centre staff have sufficient anchor weights (stored in the Sports Centre) to secure the goal posts and it is their job to do this. HOWEVER, IT IS THE COACH'S RESPONSIBILITY TO CHECK IT AS PART OF THE ON-DAY RISK ASSESSMENT.**

**This is particularly (but not exclusively) important in respect of the junior goals which are normally situated on the fields nearest the Primary School i.e. to the left and in front of the Sports Centre as you look at the Site Plan.**

**THESE GOALS ARE OFTEN MOVED AND DO NOT ALWAYS HAVE ANCHOR WEIGHTS ATTACHED. THIS REPRESENTS A REAL RISK OF SERIOUS INJURY OR WORSE!**

**Notes to Club:**

The Sports Hall has a number of risks normally associated with the use of such indoor venues. The internal roof structure and wall-mounted basketball fittings are independently-checked once-a-year by Universal; the light fixtures are checked by Millgreen Electrical.

The external goalposts are also maintained by John O'Conner Ground Maintenance. They should provide some kind of formal audit.

All goals are apparently replaced every two years, but some appear to be old and in not very good condition. The worst have been removed and put into storage by the Sports Centre staff

It may be worth asking Roundwood for copies of all the above inspection reports and safety certificates when completed/updated.

**Site map on next page**

