



Stockwood Park Academy

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 secretary@harpencolts.com.

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



INSTRUCTIONS FOR USE

Venue Manager (to be contacted with any queries about the venue)	<p>Sarah Bremner 07917405254 sarah.bremner@harpendencolts.com</p>
Stockwood Manager	<p>Contact only in an emergency. All general enquiries, complaints and other issues to be directed in the first instance to the Venue Manager above.</p> <p>Jane Beckwith j.beckwith@thesharedlearningtrust.org.uk</p>
Pitch Booking	<p>Via Harpenden Colts online booking page. Please follow the KO times shown on the booking page strictly as these reflect our booked slots at the venue and there are other clubs using the pitch at other times.</p> <p>If you don't have booking rights to use the page – contact secretary@harpendencolts.com</p>
Arrival at/departure from venue	<p>Please check in with staff at the Reception Desk on arrival and prior to departing the venue. If the external gates are locked then access is gained through reception.</p> <p>When checking in it is worth asking reception/security to open the gate which gives parents access to the far side of the pitch for viewing.</p>
Parking	As shown on the site plan
Spectators	<p>No spectators on the 3G pitch – only coaches, players and officials.</p> <p>All spectators (for training and matches) to view from outside the fencing</p>
Dogs	None allowed on the school site other than service dogs
Chewing gum	None allowed on site – please ask players to remove gum and dispose of in the bin if you see them chewing.
5 Aside Pitches	<p>There are no line markings for 5 aside pitches so please arrive in time to set up cones to mark pitches</p> <p>Also note that the 11 aside goals do not fit into the recesses that were designed to take them, so it is not possible to safely use the goal line as a touch line for smaller pitches – resulting in further cones needed. If anyone can think of a way to resolve this issue then please let venue manager know.</p>



Goals/nets	<p>Goals should be located on the pitch. Smaller goals can be moved to the recesses at the side of the pitch when not needed.</p> <p>At the end of your session, please return all junior goals to the recesses designed for them. 11 aside goals can be left in their correct position on the pitch or in the recesses at the ends of the pitch.</p> <p>If there is any damage to the nets, please do not try and mend them yourselves as this creates a health and safety risk. Please notify the school's staff at Reception if you find any problems with the goals or the pitch.</p>
Corner flags	<p>Generally not used at this venue but if anyone feels they are necessary please contact Venue Manager.</p>
Respect lines	<p>Not needed as spectators should be outside the fence</p>
Footwear	<p>3G pitch – no blades or flat bottomed shoes – plastic or moulded studs only, metal studs are acceptable but not ideal</p>
Toilets	<p>There are toilets available in the main building</p>
Snow instructions	<p>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.</p>
Defibrillator	<p>See risk assessment that follows</p>
End of session arrangements	<p>School is responsible for end of season arrangements.</p>



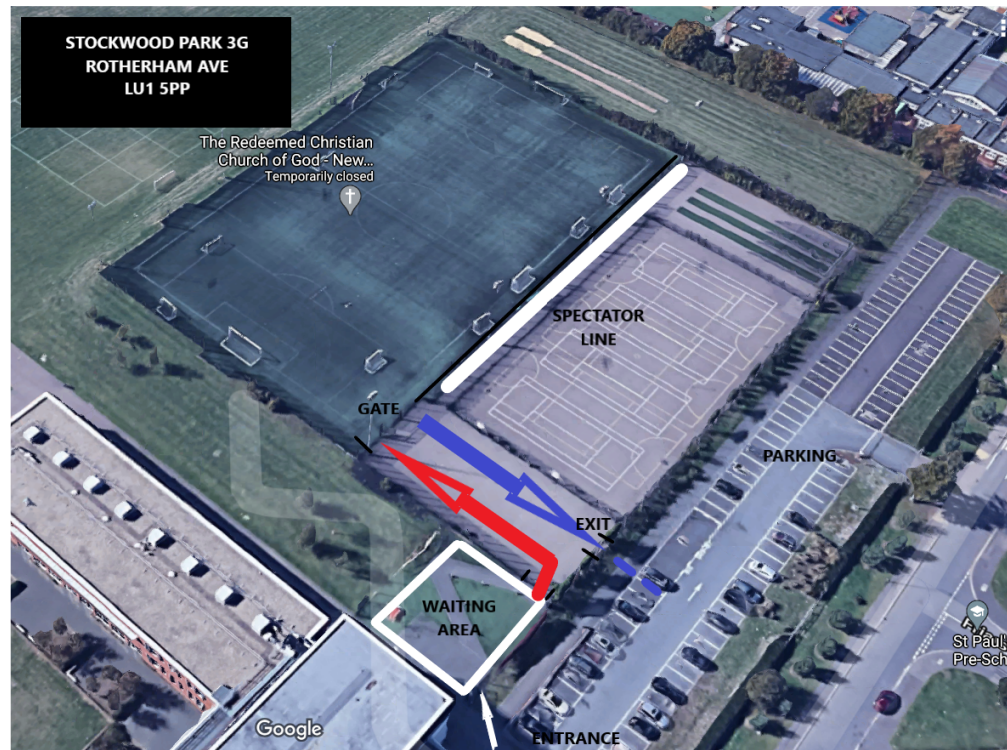
Issue	Details	
Full Address	Rotheram Avenue, Luton	
Post Code	LU1 5PP	
Vehicle Access	<p>There is good access via Rotheram Avenue. On entering the school grounds, go straight ahead, keeping the school building on your left hand side.</p> <p>There is ample parking parallel to Rotheram Avenue, in front the 3G pitch.</p>	
Nearest Hospital (with Emergency Department)	Name:	Luton and Dunstable University Hospital
	Address:	Lewsey Road, Luton, LU4 0DZ
	Contact No;	01582 491166
	Journey Time	13 mins (no traffic)
Nearest Minor Injuries Unit	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
Location of nearest Defibrillator	On the reception desk of the school which should be open at all times – please check in with reception on arrival and departure	
Nearest land line (which is available in evenings and weekends)	On the reception desk in the school	

Site map on next page.



Entry and exit routes

Spectator line is outside pitch – not inside





Entrance gates:

If 3G is in use please use the waiting area inside until they vacate.





Spectator Area:





Exit Gate

