

Community Access to Schools

Information for all users of

City of Edinburgh Council Secondary

Schools



Who are Edinburgh Leisure?

On 14 June 2016, the Council's Corporate Policy and Strategy Committee considered and agreed the recommendations made in the report 'Business Case for the Management Transfer of Secondary School Sport Facilities to Edinburgh Leisure'.

In addition to the approval for Management Transfer of Secondary School Sport Facilities to Edinburgh Leisure, the Education, Children and Families Committee considered and agreed the Management Transfer of Secondary School Non- Sport Facilities to Edinburgh Leisure at a committee meeting on 5th September 2023

Edinburgh Leisure was established in 1998 to manage and develop sport and leisure services on behalf of the City of Edinburgh Council. A company limited by guarantee, Edinburgh Leisure does not have share capital or shareholders. Edinburgh Leisure is a 'not for profit' organisation and is a charity. Any surplus is invested back into providing services to help Edinburgh to be a more active and healthier City.

With regards to school facilities, all income generated from 'community use', after deducting operating costs, is returned to the City of Edinburgh Council.

Edinburgh Leisure has the sole responsibility for programming community access time but will take in to account specific requests from the school and active school's coordinator wherever possible.

Operating Principles

Secondary school use is generally split up as follows:

Term Time - Monday to Friday:

8.00am-4.00pm Curriculum Use

4.00pm-6.00pm Active Schools programmes

6.00pm-9.45pm Community use time managed by Edinburgh Leisure

*exact finish times may vary by school; please refer to Appendix 1 – opening hours schedule

Term Time - Weekends:

Community use time managed by Edinburgh Leisure. Schools will broadly be open on a Saturday and Sunday but opening hours do vary in each school depending on demand. Please contact us to check availability – exlets@edinburghleisure.co.uk

School Holidays:

Community time during holiday periods is managed by Edinburgh Leisure in conjunction with City of Edinburgh Council. Opening hours vary in each school depending on historic usage during these periods.

Holiday Periods are subject to CEC maintenance works which can't be carried out during school curricular use.

Hirers are advised to check with exlets@edinburghleisure.co.uk for individual school opening during all holiday periods or alternatively the full holiday opening schedules for each school is available on our website



Frequently Asked Questions (FAQs)

Q: How do I book a facility?

A: You can book a school facility in a number of ways throughout the year either by extended let or as a one off casual booking.

Extended Let - Annual Re-Booking

Normally opens up beginning of March for the term period August – July customers are invited to re-book the space they currently have for the upcoming year.

Bookings out with the re-booking period or casual on -off bookings

To hire an area in a school, customers are asked to contact our central bookings department by email exlets@edinburghleisure.co.uk. You will be asked to complete a school booking form, as well as provide a copy of club/organisation insurance document (if appropriate). No let is confirmed until all documentation is returned and checked.

Q: How do I know my let is confirmed?

A: Once all documentation is returned to Edinburgh Leisure and checked. You will then receive an email confirmation for your records.

Q: How much does it cost to hire a facility?

A: Charges for use of the school's sports facilities are those agreed by the Council's finance and resources Committee detailed on the Council website and available from the website on <https://www.edinburghleisure.co.uk/sports-facility-hire>. These charges will be revised by Edinburgh Leisure and the Council annually, with the Council Committee ultimately deciding on pricing levels for that year. New prices are usually implemented on 1st of August.

Q: What are the payment options?

A: Direct Debit is our payment option. For casual one off bookings payment is required at the time of booking.

Q: How does the direct debit option work?

A: The hirer shall agree to pay Edinburgh Leisure by direct debit the appropriate fees set out in the monthly invoice, which will be for the completed extended let use from the previous month.

The invoice will be sent on or around 1st of the month giving notice of collection of charges to be taken on or around the 15th of each month.

If the payment collection fails on or around the 15th, Edinburgh Leisure will attempt to collect again on 1st of the following month. If the second payment attempt fails, hires will receive notification of a further 7 days to settle outstanding invoices with a failure to settle debts after this period resulting in no further bookings processed and suspension from all facilities including Edinburgh Leisure venues until full settlement is received.

Failure to clear any outstanding balances will be legally pursued which may incur additional costs to the hirer. Any queries raised by the hirer must be done within 5 days of receipt of invoice or 15 days of direct debit notification.

Q: If I hire the swimming pool, do you provide a lifeguard?

A: No. All Clubs/Groups hiring a school swimming pool need to provide their own lifeguard for the duration of the let. At point of booking, you will be asked to name all lifeguards who could be on poolside (even on a rotational basis) and provide copies of their qualifications. Certificate expiry dates will be noted at time of booking and spot checks conducted to ensure one of the named lifeguards is on duty. Lifeguards must also be the named person to sign the Club/Group in every time you use the facility. This 'sign in' sheet will be cross referenced by the leisure attendant with the names detailed on the booking form.

The coach of the session may be the recognised lifeguard with an NRA qualification providing the coach remains on the poolside. The supervision guidance ratio is one NRA qualified staff per 30 swimmers, this should be included within the risk assessment by the club to determine what is required for the activity.

Please Note - For swim coaching in the water this will still require a separate NRA supervising on poolside.

For sub aqua clubs, current pool water supervision requirements will remain in place with the only change to include within the risk assessment how the alarm would be raised for support with training as an action item if required



Q: Does my let time include or exclude set up and take down time?

A: Let times are inclusive. This means the time on your booking form includes set up & take down time. All let's must vacate the area by the end time on your form. In order to cater for as many customers as possible, lets are scheduled back-to-back. Due to this way of operating, please respect your next let holder and leave the area on time and fit for purpose.

Q: Do you hire out equipment?

A: No, let charges only cover the cost of the area. Equipment availability varies from school to school, but usually only large equipment is accessible. Accordingly, let's are expected to bring their own small equipment items including footballs, basketballs, netballs, volleyballs, shuttles, rackets etc.

Q: What charging category is my let classed as?

A: Commercial:

This will apply where individuals, groups or organisations operate as a business, charge participants to generate income and/or profit and/or pay staff salaries.

Other key features of a commercial group include registered businesses (eg: Companies House), Private Limited Companies, franchised businesses and/or activities where groups or individuals require to be licenced to deliver their activities or programmes. This category also applies to those who operate under a 'company name' across a wide geographical area eg: City or Region.

N.B. Groups, organisations, businesses or individuals from out-with the City of Edinburgh Council area who let school facilities are required to pay the commercial rate (excluding Scottish Governing Bodies).

Let holders who challenge this pricing level will be asked to provide evidence to confirm eligibility for a non-commercial rate (eg: OSCR number, CASC registration number, a copy of latest annual accounts to evidence break-even/loss position or a copy of their Community Interest Company Certificate)

Standard:

This applies to adults, 18 years old and over, where the applicant does not fall into any other category.

N.B. Where a group, organisation or individual intends to hold a special event, for example a conference or tournament, the standard rate will be charged for each school facility used.

Concession:

The concessionary rate will apply to groups where 80% of the users are Under 18 or Over 60 years old and **not** in employment, full-time students, or where 80% or more of members are in receipt of benefits:

*Means tested benefits include:

- Council tax reduction Scheme
- Employment Support Allowance
- Housing Benefit
- Incapacity Benefit
- Income based Jobseekers Allowance
- Income Support
- NASS Support
- Pension Credit
- Universal Credit
- Working Tax Credit

*NB: Proof of benefit entitlement to the concessionary rate will be requested at point of booking and before confirmation can be made.

All pricing levels are reviewed annually at time of rebooking.



All proven Charities with supporting documentation, whether they are registered in Edinburgh or not, will receive the standard or concessionary price.

Q: What is required to safeguard and protect children?

A: For all lets where under 18s attend, the applicant must complete the Child Protection section on the school let booking form. Applicants must comply with The Protection of Children (Scotland) Act 2003 and the 2011 Protecting Vulnerable Groups (PVG) Scheme.

The application form also asks for further information that must be completed to ensure all steps are being taken to support safeguarding of children.

Edinburgh Leisure reserves the right to ask for documentation supporting the application form at any time.

Please note: All let holders are expected to use facilities and equipment solely for the purpose detailed in their let application. If this is not adhered to the let will be cancelled and any Council Public Liability Insurance cover may be negated should an incident arise from misuse of facilities or equipment.

Q: What are our responsibilities under Health and Safety?

A: The City of Edinburgh Council is responsible for providing premises that are safe, secure and fit for the purpose for which the let has been authorised by Edinburgh Leisure. Where it appears for any reason that there are defects making the premises not fit for the purpose of your let, you should report this immediately to a member of staff in the building.

Fire Safety:

If the fire alarm sounds, it is the responsibility of the class tutor, club representative or coach to co-ordinate evacuating the building by the nearest exit and proceed to the designated Assembly point. Do not re-enter the building for any reason until you are told it is safe to do so.

First Aid:

It is the responsibility of the hirer to provide a suitably qualified first aider for first response accidents/incidents, as well as provide adequate first aid resources relative to the activity being undertaken.

Serious incidents where medical attention is required can occur at any time and every secondary school is equipped with a defibrillator. No training is required to use this equipment, and all let holders should familiarise themselves with the location of the defibrillator in the school they are using. Should a medical emergency arise, the relevant emergency service should be contacted immediately.

Accidents or Incidents: Accidents resulting during let activities in school premises should be reported by the user immediately to our member of staff on duty. An accident report form will be completed with you to collate details.

Q: Are all school facilities easily accessed?

A: General Access: This will vary from school to school. Some schools will have their main building closed and only sports facilities available. Other schools will operate like leisure centres with reception desks, leisure attendants and have the whole building open.

Car Parking: Car parking varies from school to school and can be extremely limited especially in city centre locations. Please check car parking availability with your chosen school.

Disabled Access: The school estate is wide and varied with very old buildings to those that are newly built. All buildings will have disabled access but to ensure specific requirements can be met for a specific facility, please contact us to discuss.

Q: Can I use and store my own equipment?

A: Storage of a let holder's equipment cannot be guaranteed and is dependent upon the agreement with the school and availability of space in your chosen school and may be subject to a risk assessment and additional charge. Any external equipment used or stored in a school must be fit for purpose and comply to all BS and Health and Safety regulations. Storage of equipment is at the let holders own risk and the City of Edinburgh Council or Edinburgh Leisure will not accept liability for any



damage caused whilst stored in a school. It is strongly recommended that separate insurance for equipment is arranged by the let holder.

Q: What happens if I need to cancel my let?

A: If a customer cancels their booking, the following charges apply:

21 days' notice or more – no charge

Less than 21 days' notice – full charges apply

For cancellation of league matches/games:

48 hours or more – no charge

Less than 48 hours' notice – full charge for match/game

Q: What happens in the event of inclement weather for my outdoor booking?

A: We will always follow the met office weather advice when making decisions on the weather impacting on facilities: In the event of ice or snow conditions customers are asked to conduct their own risk assessment when they arrive for their booking, with any Club who wish to cancel can do so and will not be charged. If customer risk assessments deem the surface too risky, the booking organiser should contact the bookings team on exlets@edinburghleisure.co.uk and inform of cancellation.

There will be occasions that Edinburgh Leisure will remove the above if conditions are severe and there is a risk of injury

Yellow Warning : Lets go ahead

Amber Warning: Individual basis – If lets cancel no charge applied

Red Warning: all bookings cancelled no charge

Edinburgh Leisure reserves the right to cancel a let at any time without notice however, we will endeavour to give as much notice as possible to customers if a let must be cancelled. In these circumstances a refund of any monies paid will be issued by Edinburgh Leisure. The Council & Edinburgh Leisure will not be responsible for any loss of income or expenditure whatsoever in relation to the let that the lessee may have incurred or be liable to pay. Edinburgh Leisure reserves the right to refuse any let application or withdraw any let confirmation as it sees fit at any time.

Q: What time do I get access before my let starts?

A: Please ensure that you arrive at your let commencement time detailed on your booking confirmation as attendants may be undertaking cleaning tasks prior to your let commencing and will not be able to give you access to the school prior to this time.

Additional conditions:

- Users of the facility are expected to enjoy the facilities safely and with respect. Any health & safety concerns should be reported immediately to the member of staff on duty. Facilities should be left in a pre-let condition i.e.: tidy and clear of equipment/rubbish. In some cases, cleaning may not be achievable and will result in the need for additional cleaning. This will be arranged by the Council and additional charges will be added to the facility hire cost. Users should read and understand the 'terms & conditions' of the let and comply with the relevant instructions/signage on site.
- If your activity requires participants to set up, clear up, or change before and after your activity please ensure you book sufficient time to allow for this. No additional time can be added to the beginning or the end of a let. If this is not included in the let application, facilities must be cleared by the time stipulated on your booking form to allow other groups to start their let or enable janitors to secure and lock the building at the end of each evening.

- You must ensure that the area you have hired is visually inspected upon arrival and any defects reported to a member of staff on duty.
- Where appropriate, you are responsible for ensuring that areas and activities are appropriately risk assessed prior to allowing participants to take part in activities.
- All let holders are responsible for leaving the premises in a clean and tidy condition and must ensure that the facilities they use are left the same way they were prior to your let commencing e.g. if equipment is moved, this must be returned to their original position(s) at the end of your let. Failure to comply may result in an additional charge being applied to cover the cost of additional cleaning or cancellation of your let.
- You are responsible for any loss or damage to the building, fixtures, fittings, contents and decor during your let.
- You are responsible for the provision of suitable automatic cut-out circuit breakers for any occasions where the use of electrical equipment is required.
- If you are operating any portable electrical appliance not provided by the City of Edinburgh Council (CEC) this equipment must have a valid portable appliance test (PAT) label or certificate. If the valid label or certificate is not available, then the equipment cannot be used within CEC facilities.
- No explosives, highly flammable spirits or liquid gas containers shall be brought into school facilities and the use of naked lights in any part of the building is strictly prohibited.
- No fixings of any kind (sports hall marking tape, bolt, nails, screws, blue tack etc.) shall be attached to any part of the interior or exterior of the facility.
- In accordance with the prohibition of smoking regulations 2006, smoking is not permitted in any Council facility or within the grounds of Council facilities or during any events held in these facilities.
- All bookings of a coaching / teaching nature are approved on the understanding that the appropriate coaching qualifications from the recognised governing body for that sport is in place. Edinburgh Leisure reserves the right to request proof of such qualifications.
- If an event is open to the public, you are required to ensure you must have at least public liability insurance and the facilities are let on the understanding that this will be in place. It is the responsibility of the lessee to ensure they supply adequate first aid provision for the activity or event. Edinburgh Leisure or the Council is not responsible for first aid provision for any let.

Supplementary Conditions:

2G and 3G pitches

All users of 2G and 3G pitches **must** wear appropriate footwear:

- 2G pitches – astro dimpled trainers and normal trainers only. No blades, moulded studs or any other plastic or metal studs.
- 3G pitches – Moulded studs and blades are acceptable. Rugby or football boots with metal studs must not be worn. They will damage the surface and are not covered by insurance. Trainers are not suitable for 3G pitches, as they flatten the surface and reduce the effectiveness of the pitch.
- Please note: bikes are not allowed on any 2G or 3G pitch surface. Please take responsibility to ensure your members/users follow this instruction.
- In addition, no football boots should be worn inside the school building (incl. to & from changing rooms due to the damage to internal flooring).
- There have been instances of alcohol being found on premises after certain activities such as league games which is strictly prohibited on school premises.
- Smoking is not permitted within school grounds including outdoor areas. The hirer will ensure this is adhered to with all participants including spectators.

Use of Swimming Pools

Unsupervised swimming is strictly forbidden in any school swimming pool. A competent person holding at least the National Rescue Award for Swimming Teachers and Coaches, Pool Lifeguard Qualification of the Royal Life Saving Society or equivalent qualification is required for supervising the group, and must be present on the pool side throughout the duration of the let.

The group leader/instructor responsible for the let must ensure the following:

- Outdoor shoes must not be worn in the pool area, protective shoe covers must be used in changing rooms.
- Consumption of food or drink is not permitted in any pool area or in changing rooms.
- Spectators are not allowed at the poolside unless purpose-built seating is installed.
- Where possible, showers should be used before entering the pool.
- The maximum numbers using pools is limited to 30 in 25m pools and 25 in 17m pools.

Scuba / Sub Aqua

Scuba and sub aqua groups/clubs must provide their own qualified lifesavers due to the specialised nature of the activity and the need for specialised training above the standard pool lifeguard qualification. Additional conditions:

- Where appropriate, scuba/sub aqua clubs or instructors must comply with child protection procedures and PVG requirements.
- No-one under 8 years of age can participate in scuba activities in school pools. The age limits of the specified dive agency must be adhered to (e.g. PADI Discover Scuba minimum age of 10 years).
- All sessions must be led by a person(s) with appropriate current qualifications in leading dive activities and training. At a minimum, this will be a PADI Divemaster/BSAC Dive Leader or equivalent. All nationally recognised ratios of instructor to participants must be adhered to if training programmes are being delivered (e.g. 6:1 student to PADI Instructor ratio for PADI 'Bubblemaker').
- The pool size must be taken into consideration when determining ratios of instructors to participants but there will be no more than 10 student divers to one instructor in a school pool.
- Cylinders must be laid flat on the poolside to minimise the risk of damage to tiled surfaces and risk of injury to participants.

Entries and exits to the swimming pool must be made using the method that is appropriate to: diver experience and physical attributes; the specific activity or course requirements and the depth of the water. Every precaution must be taken to prevent any possibility of damage to any part of the pool during entry and exit.

If exercises involve the removal of cylinders in the water, every precaution must be taken to prevent any possibility of damage to any part of the pool.

During activities where weights must be dropped (e.g. emergency weight drop in PADI Open Water, Reactivate or Rescue course) or are at an increased risk of being accidentally dropped (e.g. when placed in a BCD pocket or weight pocket that is unsecured) only weights of the 'lead shot pouch' variety must be used to prevent damage to the floor and pool surrounds. Weights of the 'lead block' variety must never be dropped into the pool. Weights must be secured appropriately when worn (e.g. on a weight belt, in an integrated weight system or by clipping to the BCD) and carried accordingly to the appropriate procedure (e.g. weights belt with block weights are held by the non-buckle end).

Canoeing

Not all schools allow canoeing. Where canoes are allowed in the school, only clubs affiliated with the national governing body will be allowed to use the pool. Evidence of affiliation will be requested at any point during a let period. Additional conditions:

- Where appropriate, canoeing clubs or instructors must comply with child protection procedures and PVG requirements as detailed above.

- Foundations Safety and Rescue Training (FSRT) and First Aid qualifications are sufficient for supervising the pool.
- There must be a qualified BCU UKCC level 2 coach present in the pool always as a minimum. A level 1 with suitable site specific training will also be considered appropriate.
- Any boats used outdoors are prohibited from being used in school pools.
- Equipment used must not damage the pool surrounding area or bring dirt or bacteria into the pool.
- Rounded-end indoor only boats and plastic paddles must be used to avoid damage to pools and their surrounds.
- In 25m pools a maximum of 10 boats will be allowed if their sole activity is stationary rolling training. For other activities, a maximum of 5 boats are allowed. In 17m pools, a maximum of 6 rolling boats – and 3 for other activities – are allowed.
- Only those delivering or receiving coaching/learning are allowed in the pool. The maximum ratio of 1 coach, 1 apprentice/assistant coach and 1 learner per boat is the maximum allowed.

Q: I would like the same area of a pitch for my weekly training. Is this possible?

A: No, we cannot guarantee the same area every week. As we programme the pitches in to thirds (areas 1, 2 & 3) for training, depending on bookings, we may have to move people about to fit everyone in! Because of this, we ask every Club/Group to 'sign in' before their session starts, and our leisure attendant will confirm which area of the pitch you have been allocated.

Q: How do I make a complaint or provide feedback?

A: For all complaints in the first instance please email them to exlets@edinburghleisure.co.uk. This will then be dealt with accordingly and passed on to the relevant person to respond as appropriate. If you are not satisfied with the response or feel you're complaint has not been dealt with correctly please see the escalation process as follows:

Relevant supervisor



Relevant Operations Manager



Relevant Manager



Relevant Head



Relevant Director



Chief Executive

Please note the escalation process differs for Jack Kane, Meggetland, Saughton & Sports Pitches. The escalation process for these venues is as follows.

Relevant supervisor



Relevant Operations Manager



Relevant Manager



Relevant Director



Chief Executive

Section Two - Non – Sport Areas Specific Questions

Q: What Secondary schools have transferred over during phase one?

- Balerno, Broughton, Craigroyston, Forresters, Gracemount, James Gillespie's, Leith Academy, Portobello & St Augustine's

Additional Conditions:

- Cooking Equipment – Users of fixed schools' equipment such as ovens should be competent in their use.
- It is the responsibility of the tutor to provide ingredients for the class being taught.
- Kitchens – It is the responsibility of the hirer / tutor to ensure that all areas such as workstations are wiped down after each session and the floor swept.
- The hirer / tutor will have access to smart/ wipe boards within classrooms only.



Queries and Comments

If you have any comments or suggestions for how this guide can be improved, please contact:

Bookings Team

exlets@edinburghleisure.co.uk

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