

**Midlothian Council  
Education and Children's Services  
Community Learning and Development**

**BEESLACK COMMUNITY  
HIGH SCHOOL**

***LET PACK  
For  
USERS OF COMMUNITY  
FACILITIES***

**August 2013 – July 2014**

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# LET APPLICANTS – GENERAL INFORMATION

## All applicants must:

- all group leaders must sign in on entry to the building and out when leaving the building
- signing in book and sheets are situated on the reception desk
- know the location of telephones, first aid kits and fire exits
- be aware of the fire evacuation procedure for the building
- keep a sessional register
- perform a fire safety briefing and/or fire drill at least once a term
- ensure that activities and equipment used meets safety standards
- ensure that an accident report form is properly completed where appropriate
- report any damage or loss immediately to the Centre Co-ordinator, Facilities Staff or Reception Staff

## All external organisations must have:

- adequate insurance for staff, volunteers and members (in some cases this will be through affiliation to a national governing body e.g. Sports council)
- a constitution if applicable that includes some form of management board (groups and charities)
- a copy of your club or group complaints policy
- a leader with adequate knowledge of first aid
- instructors with relevant up-to-date qualifications and National Registration (if applicable)
- all groups operating within a group/charity require leaders/organisations names to be on the list of accredited representatives which is held within the school third party insure insurance cover

## In addition, groups/organisations who work with children, young people or vulnerable adults must have:

- a recruitment and selection policy that includes checking for inappropriate criminal convictions and that the applicant (staff or volunteer) is not on the list of unsuitable people to work with children
- awareness that there is a requirement to notify the Scottish Government (and Care Commission where appropriate) if the organisation has asked any adult to leave due to concerns about their behaviour towards children, young people or vulnerable adults

**Use of Colour photocopier** – The community office has a photocopier that can be used by groups/clubs and members of the public. To enable us to recoup some of the costs to finance this, a list of charges have been set as below:

### The costs for the use of the photocopier are as follows:

- Groups/Clubs 0.02p black and white, 25p colour copy
- Personal use/outside users 0.04p black and white, 30p colour copy

If you require photocopying please put it in Clare's yellow tray on her desk at least 48 hours before hand, or leave your request with Reception Support Assistant.

Please call the Community Education Department Team who will be happy to help you with any queries that you may have. Please contact Office: 01968 673893 Fax: 01968 678659.  
Email:Beeslack@community.mgfl.net.

**Midlothian Council  
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## **SCHOOL LETS**

### **STATEMENT OF POLICY**

It is the policy of Midlothian Council to maximise the use of schools by making them available to the community.

School facilities can accommodate a wide range of activities and almost any individual or group may apply for a let. The Council will normally grant a let if the facilities are available and suitable for the proposed activity.

Beeslack Community High School has community facilities available on weekdays from 9.00am to 9.45 pm and on weekends from 8.30 am to 6.00 pm. Extended use may be applied for, this will incur additional costs.

**Beeslack is available during school holidays and in service days depending on the areas required.**

For further information please contact:

Centre Co-ordinator	Maureen Sanford	01968 673893
Senior Support Assistant	Clare Fyvie	01968 673893

Email: [Beeslack@community.mgfl.net](mailto:Beeslack@community.mgfl.net)

# SCHOOL LETS – COMMUNITY FACILITIES

Beeslack Community High School  
Edinburgh Road  
Penicuik  
Midlothian  
EH26 0QF

## Availability

7 Days a week

- Monday – Friday: 9.00 am – 9.45 pm
- Saturday/Sunday 8.30 am to 6.00pm
- **Access during periods out with the times above will be subject to negotiation and an additional cost.**

## **DATES AVAILABLE 2013 – 2014**

Daytime Lets are available for the whole calendar year excluding and Midlothian Council Holidays and public holidays when the centre will be shut.

### **Term 1 may be different for each school (insert dates as appropriate)**

Available for letting **19<sup>th</sup> August – 24<sup>th</sup> December**

*Except* **13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup> September**

### **Term 2**

Available for letting **6<sup>th</sup> January 2014 – 3<sup>rd</sup> July 2014**

### **Term 3**

Available for letting **7<sup>th</sup> July 2014 – 18<sup>th</sup> August 2014**

**Additional dates which may mean displacements or cancellation are: Parent's evening, exams, concerts (Often these dates are not given until a later date) we will however inform you as soon as possible.**

### **Facilities available for Let**

- Community Lounge
- Games Hall
- Bistro
- Dining Hall
- Drama Studio
- Various classrooms
- Tennis Courts
- All weather pitch
- Running Track
- Playing fields

## **Free Lets Policy**

**Free** let's are available to support additional activities for school user groups/clubs, which are a registered charity, are a constituted group and hold regular meetings and events at the school during normal community programme times:

Other users:

- Midlothian Council meetings, activities and events
- School Parent Council meetings and events
- Community Council meetings
- Blood Transfusion Service
- Community galas
- Twinning Associations meetings
- Local authority trade unions meetings

## School Lets Regulations

1. Activities must be consistent with the purpose detailed on permits issued by the council
2. Permit holders must ensure that at least two responsible people are present throughout the duration of each let. Permit holders must ensure that their groups carry out and supervise any sports activities in accordance with the appropriate rules and safety recommendations of the governing bodies of the sports concerned. A Code of Practise for Adults Leaders Working with Young People is available and permit holders must adhere to the conditions.
3. Permit holders must ensure compliance with all relevant health and safety legislation.
4. The Council may permit lets for indoor ball games, but permit holders must ensure that the activities associated with these games are only those represented in the recognised rules for the playing of the games. The Council will not permit any form of football except indoor football in approved gyms for children of primary school age or in games halls where the head teacher of the school approves.
5. The Council shall only permit organisations recognised by the Scottish Board of Control for Karate or the Martial Arts Commission to practise martial arts in schools.
6. Permit holders are liable for the cost of any necessary repairs or any necessary additional cleaning following lets. The Council shall determine whether repairs or cleaning is necessary.
7. The Council does not accept any liability for loss, injury or damage sustained by group members, unless said loss, injury or damage was caused by the Councils negligence.
8. Smoking is strictly forbidden in all council premises and grounds.
9. The consumption of alcoholic drinks in schools is normally prohibited, but the Council may approve cheese and wine meetings organised by school boards, management committees, parent, parent teacher or teaching staff associations. These groups must not sell tickets or receive any other form of consideration or the functions would require licences under the Licensing (Scotland) Act 1976. Permit holders are wholly responsible for the removal of bottles and related articles at the end of any such functions.

The Council will not permit licensed functions in primary or nursery schools.

Permit holders must advise the Council if they wish to hold licensed functions in secondary schools and the following conditions apply if the Council gives permission:

- (a) No other groups are in the school at the same time unless they are kept completely separate.
  - (b) Permit holders are responsible for supervising the main entrances and any doors that give access to functions, and must ensure active maintenance of supervision throughout the duration of the functions.
  - (c) The Council must approve the sitting of bar facilities.
  - (d) Bar stock cannot remain in schools overnight.
  - (e) Permit holders are responsible for obtaining appropriate licences.
10. Permit holders must ensure that group members comply with the instructions of Community Education staff at all times and in their absence facility management staff.

11. Permit holders must ensure that group members wear suitable footwear.
12. Permits are subject to alteration or cancellation for educational purposes. The Council will try to give permit holders at least fourteen days' written notice of any such cancellation or alteration.
13. The Council must receive at least 48 hours written notice of any cancellations or alterations or the permit holder will be liable for any charges.
14. Beeslack CHS is normally available on open nights during the school session from 4.00pm. Community facilities are available from 9.00am to 9.45pm on weekdays and 9.00 – 6.00 pm Saturdays and 9.00 – 7.00 pm Sundays.
15. The Council will not issue permits for let's extending beyond normal opening times, on closed nights and at weekends unless there are exceptional circumstances. Charges out with the hours agreed with the contractors will attract a commercial rate.
16. Permit holders may only gain access to schools at the commencement times shown on their permits and must be completely clear of schools by the finishing times shown on their permits.
17. Permit holders must ensure that groups do not polish floors for dancing.
18. The Council may permit discos and dances in schools. A ratio of a least one supervising adult (over 21 years old) must be present throughout the let for every fifteen people attending the function. This ratio subject to adjustment following consultation between users and the Council. An appropriate proportion of supervisors must be female.
19. Permits for music and drama groups do not provide for the admission of an audience unless specified in the applications.
20. Permit holders must ensure that groups keep noise within a reasonable limit and comply with the instructions of facilities staff or Community Education staff.
21. The Council shall provide toilets, heating, and lighting and appropriate seating. The use of kitchen facilities is only available through a special arrangement with Norman Catto, Business Manager – Catering & Cleaning, Commercial Services on 0131 561 5263. The charge is for the time of a member of staff on duty in the kitchen and rates range from £8.75 per hour to £25 per hour depending on the time of day and if weekends are involved. Cleaning costs may be in additional to the above charges.
22. Permit holders must ensure that their groups do not use any other equipment or fittings apart from that mentioned in clause 21 without agreement with CLD staff.
23. Permit holders are completely responsible for satisfying any conditions imposed by the Theatres Act 1968 or under the Performance Regulations and obtaining the necessary licences, performing rights and copyright for any performances being given. Schools are offered for let's as seen at the time of application. The Council will not undertake any work to accommodate special activities.
24. Permit holders shall receive invoices from the Council for chargeable lets.
25. Groups must renew applications for recurring lets each year. Application forms will be sent out in May each year. Application forms for recurring lets must reach the office by the 10<sup>th</sup> June.
26. Spot checks for community users will be made throughout the year by CLD staff to ensure that the numbers of people attending groups are consistent with the number stated on the booking form. Significant variations in numbers will result in an additional charge being made.

## School Lets

### Code of Practice for Adult Leaders

### Working with Young People

#### General Safety

#### Adult Leaders must:

- know the location of telephones, first aid kits and fire exits within the accommodation
- keep a sessional register;
- perform a fire safety briefing and/or a fire drill with all the young people in the group at least once every term;
- never allow young people in the group to enter the accommodation or commence activities without supervision;
- ensure that activities and equipment meets safety standards and is appropriate to the age and the ability of all the young people in the group;
- keep a register with details of all the young people in the group, including emergency contact numbers;
- ensure that they are aware of the medical needs of all the young people in the group, such as medication carried, allergies suffered and action to be taken in the event of an emergency;
- ensure that an **Accident/Near Miss Report** is properly completed where appropriate;
- ensure that two adult leaders remain present for the full duration of all meetings unless there are circumstances where there may be additional risks by sending young people home to an empty house;
- ensure that there is a male and female adult leader present wherever possible in mixed sex groups of young people;
- consider the number of adult leaders present in relation to the number of young people in the group and the nature of the activities;
- **report any damage or loss immediately to the facilities staff/Community staff.**
- inform parents and guardians of all the young people in the group about the nature of the activities of the group, the names of all the adult leaders, the meeting times and the location of the accommodation; and
- obtain parental consent for excursions and make arrangements for the safe return of all the young people in the group
- never use any form of physical punishment to discipline young people;
- avoid participating in activity that would mean physical contact with young people;
- encourage an environment where young people treat all others with respect;
- respect the right to personal privacy of young people;
- give positive reinforcement and encouragement to young people at all times;
- ensure that they have parental consent to photograph young people for inclusion in a publication or to film them with a video camera;
- have separate sleeping accommodation from young people during residential activities;
- set and monitor the boundaries between a working relationship and friendship with young people;
- give all young people equal opportunities to participate as appropriate to their age and development;
- project a positive role model to young people;
- be aware of the emotional development of young people in relation to those performing leadership roles;
- not drink alcohol, use illegal substances, smoke or use inappropriate language in the presence of young people;
- avoid being alone in a vehicle or domestic location with young people;
- be aware of social, emotional and physical signs of child abuse and reporting procedures;
- challenge bullying, use of inappropriate language and racial intolerance; and
- be sensitive to changes in circumstances of young people, such as bereavement and family break-up

## Organisations Working With Children and Young People

Organisations must have:

- A recruitment and selection policy that includes checking for inappropriate criminal convictions and that the applicant is not on the list of unsuitable people to work with children (Access to this information is available direct from 'PVG' or as a voluntary organisation through a central registered body for Scotland ([www.crbs.org.uk](http://www.crbs.org.uk)), or, to them, through an accredited local or national association);
- Awareness that there is a legal requirement to notify the Scottish Executive if the organisation has asked a leader to leave due to concerns about their behaviour towards children or young people.
- Adequate insurance for staff, volunteers and members;
- A constitution that includes some form of management board;
- Leaders with adequate knowledge of first-aid: and
- A complaints policy.

Organisations with a membership consisting of adults and young people should make the adults members aware of the Code of Behaviour. Where adults are acting as instructors or mentors, then the organisation should ensure that they meet the requirements for organisations working with young people (see above).

Midlothian Council reserves the right to visit groups at any time to ensure compliance with this Code of Practice.

Further information:

Midlothian Council  
Education and Children's Services  
Fairfield House  
8 Lothian Road  
DALKEITH  
EH22 3ZG

Telephone (0131) 270 7500  
Fax (0131) 271 3751  
[www.midlothian.gov.uk](http://www.midlothian.gov.uk)

# How to Make a Booking

If you are interested in booking community facilities, please follow the steps below:

- To obtain information regarding availability of facilities or a let pack and application form call Beeslack Community Education Office, Beeslack Community High School, Edinburgh Road, Penicuik EH26 0QF. Tel 01968 673893 or email [Beeslack@community.mgfl.net](mailto:Beeslack@community.mgfl.net)
- Complete the application form in full and return it to the above address. This can be done by email. Please contact Maureen or Clare if you require any help or advice to fill in this form.
- Application forms will be sent out at the end of May each year and must be returned by June for all recurring lets (August to June annually). **Groups must renew lets on an annual basis.**
- All successful applicants will be issued with a permit and this will clearly detail the days and times you have booked. Please ensure that this time includes setting up and clearing away times, if appropriate. **You will only have access to the space you have booked at the commencement time shown on the permit and must be completely clear of the centre by the finishing time shown.**
- If there are competing requests for accommodation, these will be submitted to Community Education Department for a decision to be taken.
- Invoices will be issued on a monthly basis for standard lets.

**Please also note the following conditions of lets. These are detailed in full in the Let Pack under the Lets Regulations Section:**

- Permits are subject to alteration or cancellation for educational purposes. Where possible, 14 days notice will be given by the Council.
- The Permit holder must be attending the meeting and will be responsible for the group should a fire evacuation occurs. They should be able to present the janitor/Community Education Department representative with a delegate/register sheet confirming all attendees have been evacuated.
- Permit holders are liable for the cost of any necessary repairs or additional cleaning following lets.
- Permit holders must ensure their groups do not use any equipment or fittings unless agreed with Community Education Department staff and all electrical equipment used has been passed as safe by the Council using annual safety checks.
- The Council is not responsible for any equipment or belongings which are lost, stolen or damaged from the community facilities. Permit holders should ensure that they have adequate insurance to cover any such loss.
- Spot checks will be made throughout the year by Community staff to ensure that the numbers of people attending groups are consistent with the number stated on the booking form. Significant variations in numbers will result in an additional charge being made.

**Please ensure that you are familiar with all the Let Regulations and Code of Practice for Working with Young People (if appropriate) before booking.**

## **SWIMMING POOL GUIDELINES**

### **ALL GROUP/CLUB LEADERS MUST SIGN IN AT THE RECEPTION DESK.**

Any cancellations or alterations of lets must be received in writing at least 48 hours before the date of let. If this is not received you will be charged for the use of the facility. The Council, where possible, will give two weeks' notice of unavailability of all or parts of the facility where use was previously granted.

- A register of users must be kept for all classes/clubs/groups etc using the premises. Where bookings are for meetings or training events numbers attending the events should be submitted to the community office in advance wherever possible.
- Group leaders must ensure that their groups carry out and supervise any sporting activities in accordance with appropriate rules and safety recommendations of the governing bodies of the sports concerned.
- Swimming must not take place without appropriate supervision. A competent person holding at least the NPLQ, National Rescue Test or similar qualification shall be responsible for the group and must be present on poolside for the duration of each let. **The responsible person must ensure that no outdoor shoes are worn in the swimming pool area and that showers are used before entering the water. (Please note this includes staff, coaches and volunteers).** Swimming Pool Permit holders must ensure that at least two responsible people are present throughout the duration of each let.
- Care of the swimming pool changing rooms/showers and equipment. Swimmers MUST put their clothes into the lockers or flexi tubs provided leaving the cubicle free for others to get changed. It is the responsibility of each group leader to make sure that they supervise all activities involving their group members. All equipment used must be taken care of and put back in the correct place. Please check that all equipment has been put back into the proper place before leaving the poolside.
- An urn/cooker and microwave are available in the community lounge for use. **NO FOOD OR DRINKS TO BE EATEN IN CLASSROOMS OR SPORTING FACILITIES** – drinks in a plastic bottle only, all rubbish must be cleared up after use.
- Vending machines are available and are situated at the top end of the community lounge.
- Please report any damages found on arrival at the venue immediately to the facilities team/community staff member on duty. User groups are liable for the cost of any necessary repairs caused during their let.
- Parking in the playground is **strictly prohibited** unless a disabled badge permit is displayed. Let holders may drop off equipment at the building but must return their vehicle to the car park once unloaded. If your car has been left in the playground for longer than 15 minutes a card will be placed on your windscreen asking for the vehicle to be removed to the designated area. Additional parking is available at the bus turning circle. Please note that these rules do not apply during parent's evenings.
- Smoking is strictly forbidden in all council premises and grounds.
- First Responder on CALL. It had been agreed that up to two First Responders on call will be able to park in the disabled parking facilities. This is to allow a quicker and safer get away in the case of an emergency, especially in difficult weather. This has been agreed with the school staff.

- It is your responsibility as group leader/tutor to ensure that you are familiar with fire evacuation procedures and assembly points. In the interest of Health and Safety it is recommended that each group have a trained Fire Warden. All group leaders must sign to say they have received an updated Fire Action plan on an annual basis or earlier if there have been changes.
- Please do not open the fire doors without prior consultation with a member of the facilities team. If you require fans to be switched on or off in the games hall, kitchen or any other area, this can be done by contacting the appropriate member of staff. Fire exits must remain clear at all times. Do not prop the doors open with benches.
- Please do not park outside the fire exits.
- Group leaders/tutors must ensure compliance with all relevant health and safety legislation. A code of practice covering groups working with children and young people is included in this pack.
- Beeslack Community High School cannot be held responsible for any loss or damage to personal belongings. It is the owner's responsibility for safe keeping of personal belongings. Please do not leave valuables in the facility unattended.
- No dogs in the building except for assistance dogs.
- The swimming pool now has mesh gates at the entrance and a key pad for the main door (codes will be allocated to leaders/coaches only). These must be closed after every session if the pool is left unused. If you are the last session of the evening close the gates with the bolt and make sure that pool entrance doors are locked before you leave.
- Games Hall cupboard (land training) – if your let does not include use of the equipment in the cupboard **PLEASE DO NOT USE IT.**
- Community Kitchen Area – please make sure that you leave this area tidy and remember to clean up after you if.
- No children allowed in the Design and Technical Department/Home Economics Department unless they are fully supervised.
- If you are interested in using our **FITNESS SUITE** an induction can be arranged through the Community Education Office. No children allowed in the Fitness Suite unsupervised. Minimum age to use the fitness suite is 16 years.
- All permit holders **MUST** have an up to date site specific **RISK ASSESSMENT** and relevant qualifications and paperwork before a let will be issued. This is a working document and is drawn up to protect all staff and users. If help is required with your risk assessment, please contact the Community Office.

## User Guidelines for Beeslack Football Pitches & Changing Rooms

A copy of these guidelines will be held in the community office.

Any cancellations or alterations must be received in writing at least 48 hours before the date of let.

The following guidelines will be helpful to all football team leaders. Guidelines are clearly laid out below and these **MUST** be adhered to. Failure to do so may result in the offending team(s) being excluded from future use of school facilities.

### RULES & GUIDELINES

1. Let holders will be held responsible for the behaviour of both the home and the visiting teams. REMEMBER... it is the responsibility of let holder to inform visiting teams of rules and guidelines governing use of school premises.
2. Let holder/representative should check BOTH dressing rooms prior to use. Any defects should be noted and reported immediately to the duty facilities or reception staff. Remember to check ceiling tiles for damage too. People often forget to look upwards when checking.
3. In the interests of security please inform the facilities staff if you wish the changing rooms to be locked prior to and after the game. Please remember to arrange a suitable time to do this. Exit doors to playing fields should not be propped open. This is a fire door and **MUST** remain closed at all times. Facilities staff may be contacted through the receptionist at the front desk or by ringing 3 bells using the switch located in the Facilities office – Switch is on the left hand wall at head height near to the back of the office. The main facilities office is opposite the old janitorial base or by contacting the reception desk.
4. No football boots to be worn inside the school building. Boots should be carried from the changing rooms and only put on at the exit door. After the match, **ALL BOOTS MUST BE REMOVED** before re-entering the building.
5. Let holders are responsible for ensuring that all litter is removed from the playing fields after each game.
6. Beeslack Community High School cannot be held responsible for any loss or damage to personal belongings. It is the owner's responsibility for safe keeping of personal belongings.
7. Let holder/representative should be present at all times when the teams are in the changing rooms. Leaders are requested to give dressing rooms a general tidy up after use. Litter should be put in the bins provided and floors given a quick clean with a brush and shovel. A brush and shovel for this purpose is located in the staffroom used by the visiting referee.
8. Teams are **NOT** permitted to enter into school until a responsible member of staff is in attendance. [This is particularly relevant in the evenings during training sessions].
9. Teams making their way to and from the playing fields should use the pathways.
10. Teams should not kick balls about in the car park and school ground areas leading to playing fields. Glass windows surround the ground floor and in the interests of safety, balls should only be given to teams once they arrive at the playing fields and team leaders should collect these immediately after the game. This will help to ensure that no damage is caused to school property or visitors parked cars.
11. Car parking is provided at the rear of the building. On match days, cars parking down beside playing fields should be parked at the roadside and never on the grass verge. Beeslack Community High School cannot be held responsible for any vehicles parked within the grounds. Owners do so at their own risk. Please do not park at a fire exit.

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12. On training nights, parents and staff should park cars in the car park provided and not at the entrance area to the boiler house and never on the roadside adjacent to the all weather blasé pitch. Should there be an emergency in the swimming pool or boiler house; emergency vehicles need unrestricted access to these areas. It is the responsibility of the permit holder to enforce these parking rules.
13. Please do not park in the school playground unless you are displaying a blue badge or are unloading equipment. Once you have unloaded your vehicle please return it to the designated parking area. If a vehicle is left unattended in the playground a laminated card will be placed on your windscreen asking for the vehicle to be removed. If the same vehicle is seen to be continually parking in the playground the registration number will be recorded in case of future incidents. We have a duty of care and Health & Safety **MUST** be our priority.
14. All let holders must complete a separate **FORM** for each team using the indoor and outdoor training facilities at Beeslack. **No food to be eaten in the games hall – drinks in plastic bottles only, all rubbish MUST be cleaned up after use weather in the games hall or on the playing fields.**
15. All teams using our facilities must provide the community office with a list of leaders contact details for all those involved with each team. PE Dept is responsible for cancelling games prior to match day Monday to Friday due to weather conditions. On match day, it is the responsibility of leaders and referees to declare the pitch unfit due to weather conditions.
16. Let holder/representative will be responsible for allocating which teams use Beeslack facilities for their home games at weekends. Arrangements regarding which teams will be using Beeslack facilities should be made through Beeslack Community Education Office. Match booking forms **MUST** be submitted prior to each and every game. If no booking is made and the team turn up for a game, the facilities team have the right to refuse the use of the facility.
17. After discussion with the Head of PE it was confirmed that the school/community will not permit more than one (11 aside) game to be played on each pitch on the same day. Remember we also have to consider occasional school use on Saturday mornings. One game, per day is also the rule for the 7 aside pitch, although on the very rare occasion, a requested to host an additional game may be granted. This must be discussed with the Community Education Dept. This will be reviewed on a regular basis. The bottom pitches often become water logged therefore it is necessary to enforce this rule.
18. Football user groups must be aware that the facilities are also used by other clubs ie. Rugby, Athletics, Cricket and Boot Camp training. We will endeavour to be as fair as possible when issuing lets.
19. All teams must be registered with their national association and be familiar with **CHILD PROTECTION GUIDELINES**. All staff/volunteers are required to have a PVG for clearance before working with children and young people.
20. Community Education Department have the final decision on all lets.
21. Please complete and return attached Let form details.
22. All applications will be recorded onto the Midlothian Council Condeco information system. This system is now up and running and will automatically produce permits.

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## Beeslack Community High School Community Education Department

### **FIRST AID KIT**

Please note that a First Aid Kit can be collected from the front reception and another one is kept in the facilities office. It is, however, recommended that all staff/permit holders and user groups carry their own First Aid Kit as you may require additional supplies suited to your activity.

If you do have an injury/incident and have to use the contents of the facilities First Aid Kit, please inform the reception details of the incident should be recorded on the accident report forms which can be found in the clear pocket in the First Aid Kit Box. Please complete accident/incident report form and return to the Community Office. We will then forward the necessary documentation to the School Health & Safety Officer. All forms **MUST** be fully completed.

In the event of an emergency please contact our front reception desk on 8546, the community office on 8544/8518, and facilities staff 8516 or dial 9 for an outside line and then 999 or 112.

If you require assistance from a facilities staff member please ask the receptionist or the community office to contact them for you. If no receptionist please ring the bell in the old janitor's office 3 times, or knock on the door opposite.

If you use ice packs from the fridge please return them. Currently we have lost 6 which have not been returned. It is our recommendation that each group carry their own cold/hot pack which can be used in an emergency. Please ask the receptionist for ice packs should you require them.

Thank you for your assistance. If you have any queries, please call Beeslack Community Education Office on 01968 673893 or email [Beeslack@community.mgfl.net](mailto:Beeslack@community.mgfl.net)

If no one is available, please leave a message and we will get back to you as soon as possible.

**IMPORTANT**  
**STAFF/VISITORS/CONTRACTORS**  
**WEEKENDS and EVENINGS**

**Health & Safety Information Notice**

Please Note: Midlothian Council takes your health, safety and welfare very seriously. Please read this important Health & Safety Information Notice so you are aware of our emergency evacuation procedures in event of a fire or similar emergency, First Aid and Health & Safety reporting procedures. **You MUST sign in and out at the front Reception/Community Office.** Your assistance and co-operation in this matter is very much appreciated! **Otherwise we do not know whether you have entered or left the building.**

**Fire and Emergency Evacuation**

1. If you consider that you may need assistance in leaving the building in the event of an emergency, you should notify the person in charge of your class/group and we will make sure the necessary arrangements to ensure your health and safety while you are on the premises.
2. Leaders/tutors will be informed by a member of staff on arrival if a fire alarm test is planned during your visit. **(This information may also be displayed on a notice board or put in your register).**
3. If no fire alarm test is planned and you hear the fire alarm, make yourself known to **the “Responsible Person, staff member or Fire Warden”**, who will direct you to the nearest fire exit and designated Fire Assembly Point. Please see copy of where nearest exits are in relation to the area you are working in.
4. On arrival at the Fire Assembly Point, report to the “Responsible Person” for fire safety or Fire Warden. Do not leave the building without signing out.

**First Aid**

1. If a member of your group/class feels unwell or injure themselves during their visit, please make sure you report either to **the “Responsible Person (tutor, group leader in charge on that day/evening”** or the receptionist as soon as possible.
2. In the event of an injury/incident, you will be requested to assist in the completion of a Midlothian Council Accident/Near Miss Report Form.

**Health & Safety**

1. If you notice any health & safety related issues or hazards please report this to a relevant council employee (such as the person you are with or Facilities Staff) immediately who will ensure that the necessary remedial action is taken. **Please make users aware of any slips, trips or fall hazards that may be in and around your area of work.**

## School term dates 2013/14

<b>TERM 1</b>	Staff Resume	Monday	19 August **	2013
	Pupils Resume	Wednesday	21 August	2013
	Autumn Holiday	Friday	13 September	2013
		Monday	16 September	2013
	All Return	Tuesday	17 September	2013
<b>Mid Term</b>	Pupils Break	Thursday	10 October	2013
	Staff Break	Friday	11 October*	2013
	All Resume	Monday	21 October	2013
<b>TERM 2</b>	All resume	Monday	6 January	2014
<b>Mid Term</b>	Pupils Break	Thursday	6 February	2014
	Staff Break	Friday	7 February*	2014
	All Resume	Monday	17 February	2014
	Term Ends	Friday	4 April	2014
<b>TERM 3</b>	All resume	Tuesday	22 April	2014
	May Day	Monday	5 May	2014
	All Resume	Tuesday	6 May	2014
	Victoria Day	Monday	19 May*	2014
	Pupils Resume	Tuesday	20 May	2014
	Terms Ends	Thursday	3 July	2014
<b>Provisional 2014/15</b>				
	Staff Resume	Monday	18 August	2014

\*Staff in-service days

# **Beeslack Community High School**

**Important Phone Numbers dial (9) for an outside line and then the number you require**  
**Emergency Number (9) 999 or (9)112**

## **Emergency Contact Numbers**

Front reception telephone number		Ext	8546
Maureen Sanford	Centre Co-ordinator	(W)	01968 673893 Ext 8518
		(M)	07503178326
Clare Fyvie	Senior Support Assistant	(W)	01968 673893 Ext 8544

## **Facilities Staff**

Eric Hutchison	Facilities Co-ordinator	(W)	01968 678060 External Ext 8516 Internal
Andrew Connell	Facilities Co-ordinator	(W)	01968 678060 External Ex 8516 Internal
Jim Martin	Facilities Service Officer	(M)	07770701105

## **Senior Management Team (emergency use only)**

J Cassidy	Head Teacher	reception will contact in an emergency
J Ryan	Depute Head Teacher	reception will contact in an emergency

## **Other Useful Numbers**

Penicuik Health Centre	01968 672612
Eastfield Medical Practice	01968 675576

## **Police**

Penicuik Station	01968 675191
Dalkeith Station	0131 663 2855

## **Taxis in Penicuik**

FM Private Hire (2 x 4 seaters, 3 x 8 seaters, 1 x 16 seater)	01968 677370
Penicuik Private Hire Ltd (3 x 4 seaters, 1 x 8 seater, 1 x 16 seater)	01968 679600
Simons Taxis (4 seaters, 8 seaters)	01968 672229
JC Taxis (4 seaters, 6 seaters, 8 seaters)	01968 676161
GB Taxis (1 x 7 seater)	01968 676677
Call-A-Car (4 seaters)	01968 679999
Peni-Cabs(4 seaters)	07711301198