

# Operational Method Statement

## Management Responsibilities

### Ian Irwin

#### Headteacher

Overall responsibility for internal Organisation, Management and Control of the School.

### Pete Whitehead

#### Community Liaison Manager

Responsible for:

Management of the Operational Method Statement including collecting usage data, providing reports as required, and leading the annual review

Managing community bookings & the Programme of Use

Staff rotas, supervision and training

Liaison with partner clubs and community groups

Liaison with Head of PE to support school club links

Collect usage data to measure take up by target groups to evidence targets are achieved

### Karen Oaks

#### School Business Manager

Responsible for:

Issuing invoices and collecting payments for community use

Managing income and expenditure for community use

Providing financial report to Headteacher and Governors

### Deborah Broadhurst

#### Site Manager

Responsible for:

Managing parking demand and vehicle movements to / from the site outside school hours and implementing monitoring procedures

Managing signage and access into and out of the building to access the Sports Hall via the designated entrances

External contracts for cleaning and maintenance

Compliance with School Policies: Health & Safety policy, Safeguarding, Evacuation and Emergency Procedures

Equipment maintenance and replacement

## Sports Attendants (Post September 24)/ Site Caretaking Staff

Responsible for:

- Opening and locking up sports hall during community hours
- Setting up activity equipment
- Supervising community users
- Monitoring use of parking areas and building access during community hours
- Customer care
- Day to day cleaning and litter pick

- The activities / types of activities that will take place at the site;  
We will only be hiring the sportshall out to recognised and fully affiliated sports clubs. There will be no casual lettings. In the first instance the sports clubs we are liaising with for bookings are: Cricket. (Stockport Georgians) Any club we work with, will be required to sign a full 'Service Level Agreement' (SLA), and, expected to attend an induction session where all protocols are discussed and agreed, before, any sessions take place.
- The number of people that will be involved in each activity, including staff, visitors, students and participants;  
One/Two member(s) of Stockport School Site Team.  
Coaches 1 - 4  
Participants 10 – 20  
No more than 25 participants for any session
- Details of expected parking demand and vehicle movements for each activity / type of activity;  
The clubs we are liaising with are all very local so we would envisage and encourage lots of foot traffic as the site is easily accessible by public transport and for pedestrians.  
If all coaches and participants arrive separately, and without any car shares etc. which would be unusual, the maximum number of vehicles at any one session would be 24. It is far more likely that at the start or end of a session there would be movement of 10/15 vehicles max.
- A schedule of when activities will / could take place, including start and finish times for each activity;  
\* See current 'Programme of Use' Table.
- Details of how activities will be scheduled to avoid congestion and peaks in parking demand at start / finish times;  
All activities will be scheduled in one-hour blocks. If a club is hiring for a session that is longer than one hour, we will build time into their SLA for one session to finish and clear, before the next begins. This will avoid doubling up in the carpark, and allow for one age group/session to finish and leave, before the next group/session arrive.
- Details of how parking demand and vehicle movements to / from the site outside school hours will be monitored;  
The member of staff from the School site team will monitor the car park and report back weekly to the newly appointed Community Hire Manager.

How the method statement and management of activities at the site will:

- be reviewed to address any issues caused;  
In team and steering group meetings as a regular fixed agenda item.
- Details of personnel on site to oversee and manage the usage;  
We have appointed (from September this year) a new Premises & Community Hire Manager. This role involves working with our current site team to ensure that during community use hours, the site is managed appropriately and any issues addressed if they arise.
- Management of access into and out of the building to access the Sports Hall via the designated Pedestrian Entrance within the southern side elevation of the building marked with a red triangle symbol upon the submitted Site Plan ref. 205-093-0001 Rev. A, except in the case of people requiring use of the designated accessible parking spaces, whereby access into and out of the building will be available via the pedestrian entrance within the 'Sandhurst Road' north-eastern elevation of the building nearest to the accessible parking spaces;  
The gate and access to the Sportshall will be overseen and controlled by the site staff
- Details of proposed/existing external lighting to be utilised, including max hours of operation daily, illumination and method(s) of control regarding usage and illumination;  
Lights are on a timer along the back-entrance exit. This can be synchronised with users and fitted with a cut off at 10:00PM
- Details of proposed directional signage.  
New signs are on order that will make movement and entrance/exit very clear

Stockport School Sportshall Provisional Programme of Use (Jan 2024)

| Day/Time  | 6:00-7:00                   | 7:00-8:00                   | 8:00-9:00                   | 9:00-10:00 |
|-----------|-----------------------------|-----------------------------|-----------------------------|------------|
| Monday    | Stockport Georgians Cricket | Stockport Georgians Cricket | Stockport Georgians Cricket |            |
| Tuesday   |                             |                             |                             |            |
| Wednesday | Stockport Georgians Cricket | Stockport Georgians Cricket |                             |            |
| Thursday  | Stockport Georgians Cricket | Stockport Georgians Cricket | Stockport Georgians Cricket |            |
| Friday    |                             |                             |                             |            |

NOTES:

(Stockport Georgians CC: 9 week block (Winter Nets) starting Jan 29<sup>th</sup> inc ½ term.) Contact: Trevor Bailey

| Day/Time | 9:00-10:00 | 10:00-11:00 | 11:00-12:00 | 12:00-1:00 |
|----------|------------|-------------|-------------|------------|
| Saturday |            |             |             |            |
| Sunday   |            |             |             |            |

Appendix 1: Examples of Signs that the Applicant has ordered.



Item H

Item : 8

Quantity: 1

Sign Type: folded tray

Material: 3mm aluminium

Size: 750 x 600 x 35mm

Colour: As shown

Typeface: Bliss 2 Heavy / Bliss 2 Bold

Fixing method: Internal frame

Frame spec: Aluminium angle

Illuminated: No

Additional Information:

Folded aluminium tray. Stove enamelled to colour, with plot cut vinyl detail to face.



Pantone 202c



Pantone 534c



Pantone 420c

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**Stockport School**

**Sports Hall  
Community Access**  
Via Sandhurst Road Car Park



Item F

Item : 6

Quantity: 1

Sign Type: folded tray

Material: 3mm aluminium

Size: 1500 x 300 x 35mm

Colour: As shown

Typeface: Bliss 2 Heavy / Bliss 2 Bold

Fixing method: Internal frame

Frame spec: Aluminium angle

Illuminated: No



Additional Information:

Folded aluminium tray. Stove enamelled to colour,  
with plot cut vinyl detail to face.

**DRAFT**  
THIS IS A DRAFT  
COPY ONLY.  
NOT TO BE USED  
IN PRODUCTION.

|  |              |
|--|--------------|
|  | Pantone 202c |
|  | Pantone 534c |
|  | Pantone 420c |

| Department  | Check By |
|-------------|----------|
| Sales       |          |
| Studio      |          |
| PrePress    |          |
| Print       |          |
| Cut         |          |
| Fabrication |          |
| Paint       |          |
| Assembly    |          |
| Packaging   |          |

works order for production notes/details. **DO NOT** start next stage if 'Check By' section is not signed off/initialled.\*\*

It can be affected by colour correction/overrun approval of this artwork please make sure to take the time to check all artwork features. Detail and quality are paramount before you proceed.