

Management Statement for MUGA Leasing

1. Purpose and Scope

This management statement sets out the operational framework for the safe and controlled leasing of The King's School's Multi-Use Games Area (MUGA) to external users during evenings, weekends, and school holidays when school staff are not necessarily on site.

The statement ensures that:

- The facility is appropriately managed and controlled at all times
- Site access and security are maintained to safeguard school premises
- Parking arrangements are safe and clearly communicated
- All users understand their responsibilities and the conditions of use

2. Site Access and Security

2.1 Main Gate Access

- **Access Route:** All MUGA users must enter and exit the site via the designated main gates only
- **Access Times:** Gates will be unlocked 15 minutes before the booking start time and locked 30 minutes after the booking end time
- **Key Holder Arrangements:**
 - A designated key holder (either a member of the school's site team or an approved individual) will be responsible for opening and securing the site
 - The key holder will conduct a visual inspection of the MUGA area before and after each letting to check for damage or safety concerns
 - Contact details for the key holder on duty will be provided to hirers in advance

2.2 Restricted Access to Internal School Areas

- **Physical Barriers:** The MUGA area will be separated from the main school buildings by locked external doors/fencing.
- **Signage:** Clear signage will be displayed indicating:
 - "MUGA Users Only - No Access to School Buildings"
 - Directions to toilet facilities (if provided) and parking areas
 - Emergency assembly points
- **Toilet Facilities:** If toilet access is provided, this will be limited to a designated toilet block within a specific building only, which will be unlocked by the key holder. Other zones of the main school buildings will remain locked and alarmed.
- **CCTV Coverage:** The MUGA area and access routes are covered by CCTV, which is monitored and recorded. Signage at the entrance to the site informs anyone entering the site that they are being monitored by the CCTV.

Headteacher

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2.3 Security Measures

- **Alarm System:** The main school building alarm system will be activated during all lettings. Specific zones will be deactivated for the duration of the lease according to the agreement.
- **Perimeter Security:** All perimeter fencing will be checked before and after lettings
- **Lighting:** Adequate external lighting will be provided for evening lettings, operating on timers or sensors (for site security only, not around the MUGA)
- **Emergency Contacts:** The MUGA lease agreement will include the following contact details:
 - Emergency services contact (999)
 - Key holder contact number
 - School emergency contact number

3. Hours of Use

3.1 Permitted Hours

The MUGA may be hired during the following times:

- **Weekdays (term time):** 6:00pm - 8:00pm
- **Weekdays (school holidays):** 9:00am - 8:00pm
- **Saturdays:** 9:00am - 8:00pm
- **Sundays/Bank Holidays:** not available for hire

Hirers will be required to have left the site no later than 30 minutes after their booking has ended.

3.2 Restrictions

- No lettings will be permitted after 8:00pm on any day to minimise disturbance to neighbouring properties
- The school reserves the right to refuse bookings or amend hours during examination periods or other sensitive times
- Where there are consecutive bookings, sufficient gap between bookings changeover and inspection

4. Parking Management

4.1 On-Site Parking Provision

- **Designated Parking Area:** MUGA users must park in the designated areas which are:
 - The gravel area in front of the school
 - The school playground (the gate will be unlocked for access)
 - The gravel area behind the school

The total capacity for these areas is 40 vehicles

- **Parking Restrictions:**
 - No parking is permitted on the school driveway;
 - No parking is permitted on yellow lines, grass areas, or access roads in surrounding residential areas

- Disabled parking bays are available and must be kept clear unless displaying a valid blue badge
- The car park will be clearly marked with directional signage from the main gate

4.2 Parking Control Measures

- **Signage:** Clear signage will be displayed showing:
 - Designated parking areas for MUGA users
 - Prohibited parking zones
 - Maximum stay times (duration of booking only)
- **Monitoring:** The key holder will monitor parking compliance during opening and closing procedures
- **Enforcement:**
 - Vehicles parked in unauthorised areas will be recorded and the hirer will be contacted
 - Persistent breaches may result in termination of the hire agreement
 - In extreme cases, vehicles causing obstruction may be reported to local authorities

4.3 Overflow Parking Arrangements

When on-site parking is exhausted:

- **Alternative Parking:** If additional parking is required, we will liaise with St Swithun Wells Catholic Church and book their car park, approximately 500m walking distance from the school
- **Communication:** All booking confirmations will include:
 - A map showing on-site parking and overflow parking locations (booking in advance required).
 - Clear instructions that parking is limited and available on a first-come, first-served basis
 - Advice to car-share where possible
- **Peak Times:** For regular block bookings during peak times, hirers will be required to submit a parking plan indicating how they will manage participant arrivals to avoid congestion

4.4 Traffic Management

- **Drop-off/Pick-up:** Parents/carers dropping off or collecting participants must not wait in the car park. A designated drop-off zone will be marked for brief stops only
 - **Access Routes:** Fire access routes and emergency vehicle access must be kept clear at all times
 - **Speed Limits:** A 5mph speed limit applies across the school site. Speed limit signs will be clearly displayed
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5. Hirer Responsibilities and Conditions

5.1 Booking and Agreement

All hirers must:

- Complete a hire agreement form including contact details, emergency contact, and confirmation of public liability insurance (minimum £5 million)
- Provide details of the activity, expected number of participants, and age range
- Agree to the terms and conditions of hire, including this management statement
- Pay the required deposit and hire fee in advance

5.2 Supervision and Safeguarding

- **Supervision:** Hirers must ensure adequate supervision of all participants at all times. Minimum ratios will be specified based on the age of participants
- **Safeguarding:** Hirers working with children must provide evidence of:
 - Appropriate DBS checks for all staff/volunteers
 - Safeguarding policies and procedures
 - Public liability insurance
- **Code of Conduct:** All users must behave respectfully and responsibly. Anti-social behaviour, vandalism, or misuse of facilities will result in immediate termination of the hire

5.3 Health and Safety

- **Risk Assessments:** Hirers must complete and submit a risk assessment for their activity at least 7 days before the first session
- **First Aid:** Hirers must provide their own first aid cover appropriate to the activity
- **Emergency Procedures:** Hirers must familiarise themselves with emergency exits, assembly points, and procedures (provided in the hire pack)
- **Equipment:** Only equipment approved by the school may be used. Hirers must not bring their own goals, nets, or fixed equipment without prior written permission
- **Weather:** The school reserves the right to cancel lettings in severe weather conditions. Hirers will be notified as soon as possible

5.4 Site Condition

- **Inspection:** Hirers must inspect the MUGA at the start of their session and report any damage or hazards to the key holder immediately
 - **Cleanliness:** Hirers must leave the facility clean and tidy, removing all litter and equipment
 - **Damage:** Any damage caused during the hire period will be charged to the hirer
 - **Lost Property:** The school accepts no responsibility for lost property. A lost property box will be available at the MUGA entrance
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6. Communication and Information

6.1 Pre-Booking Information

All prospective hirers will receive:

- A copy of this management statement
- A site map showing MUGA location, parking, access routes, and restricted areas
- Terms and conditions of hire
- Emergency procedures and contact details
- Parking guidance and overflow arrangements

6.2 Confirmation of Booking

Upon confirmation, hirers will receive:

- Booking confirmation with dates, times, and key holder contact details
- Access instructions and gate opening times
- Parking permit (if applicable) or parking guidance
- Reminder of hirer responsibilities

6.3 On-Site Information

The following will be displayed at the MUGA entrance:

- Emergency contact details
- Site rules and code of conduct
- CCTV notice
- Parking restrictions and directions
- Complaint/feedback contact details

7. Monitoring and Review

7.1 Key Holder Reporting

The key holder will complete a brief report after each letting, noting:

- Arrival and departure times
- Any incidents, damage, or concerns
- Parking compliance
- General observations

7.2 Regular Review

This management statement will be reviewed:

- Annually as part of the school's health and safety review
- Following any incident or near-miss
- When there are changes to site layout, access arrangements, or relevant legislation

7.3 Feedback

Hirers will be invited to provide feedback on their experience, which will inform continuous improvement of the lettings service.

8. Approval and Implementation

This management statement has been approved by the school's leadership team and Board of Trustees. It will be reviewed annually and will be implemented accordingly following the decision by Eastleigh Borough Council.

Approved by:

Name: **Ali Scurr**

Position: **Business Manager**

Date: **4th March 2026**

Review Date: 1st September 2026

Appendices (to be attached for hirer)

- **Appendix A:** Site map showing MUGA, parking, access routes, and restricted areas
 - **Appendix B:** Hire agreement template
 - **Appendix C:** Risk assessment template for hirers
 - **Appendix D:** Emergency procedures
 - **Appendix E:** Terms and conditions of hire
 - **Appendix F:** Key holder contact
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This management statement demonstrates that The King's School has appropriate systems and controls in place to ensure the MUGA is a well-managed, safe, and secure facility for community use outside of school hours, while protecting the school site and maintaining clear boundaries between the hired facility and the main school premises.