

# Health & Safety Policy Langley Park School for Boys

Last updated May 2025







## 1. GENERAL STATEMENT OF INTENT

The Governing Body recognises and accepts its legal obligations under the Health and Safety at Work etc Act 1974 and regulations made under it, to ensure, so far as is reasonably practicable, steps are taken to ensure the health, safety and welfare at work of all its employees (staff), pupils, visitors and any other persons who may be affected by Langley Park School for Boys' activities and undertakings.

The Governing Body's Statement of General Policy is:

- To provided adequate control of the health and safety risks arising from our broad range of educational and extra-curricular activities
- To consult with our staff on matters affecting their health and safety and those of the pupils under their control, enhancing relationships between teaching and non-teaching staff
- To provide and maintain safe equipment associated with our dynamic curriculum and those for general use
- To ensure safe handling, use, transport and storage of substances
- To provide information, instruction and supervision and innovative training for employees to ensure all employees are competent to do their tasks and pupils also feel secure and important
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy when there is a significant change to our specialist school infrastructure or the activities we undertake or at a minimum annual frequency
- Establish and maintain safe working procedures among staff and pupils

# 2 ORGANISATION AND STRUCTURE

## 2.1 Introduction

Langley Park School for Boys is a boys' secondary comprehensive school (academy trust) with a coeducational sixth form and over 1800 students. The school accommodation provides state of the art specialist rooms for all subjects in the curriculum.

The Sixth Form have their own independent learning areas and cafeteria. There is also a, sports hall and fitness centre. Sports grounds include tennis courts, and pitches for rugby, hockey and cricket. The school has one outdoor pursuits and study centre; a converted chapel in the Peak District National Park, Derbyshire (Youlgreave).

This Health and Safety Policy has been put together to detail the health and safety organisation, structure and management arrangements required for all activities being carried out at all locations where the school operates.

All employees of the school are required to be familiar with the Health and Safety Policy and ensure it is implemented. If there are any concerns regarding the application of this Health and Safety Policy or any ideas regarding improvement all staff are encouraged to liaise with their manager to bring these to the Governing Body' attention



## 2.2 Responsibilities

## 2.2.1 Governing Body

The Governing Body has overall responsibility for the health, safety and welfare of the employees and any other persons who may be affected by the school's activities. A Nominated Governor, on behalf of the Governing Body, shall effectively implement the Health and Safety Policy. He/she will initiate the annual review and ensure any amendments necessary are made to take account of current and future developments and legislation.

## The Governing Body shall:

- Allocate adequate funds to the requirements of the Health and Safety Policy
- Appoint competent person(s) to assist in ensuring compliance with the requirements imposed by the relevant statutory provisions
- Implement the Health and Safety Policy and Management System
- Actively encourage and promote health and safety at work, leading by example
- Review the Health and Safety Policy and provisions at least annually

A Health and Safety Committee, consisting of the Headteacher, the Site Manager and the Nominated Governor, will meet every term. Chaired by the Nominated Governor, the committee will:

- Review the health and safety policy on a regular basis to ensure that it is fit for purpose and reflects current legislation and advice on health and safety matters
- Monitor the effectiveness of health, safety and welfare arrangements in the school and make recommendations to the Governing Body at the next meeting of the Governing Body
- Receive accident and incident statistics and initiate action on the findings
- Monitor the effectiveness of the school's health and safety reporting procedure
- Consider, and action as appropriate, reports from staff health and safety representatives
- Advise the Governing Body on health, safety and welfare issues
- Monitor the effectiveness of training, communication, and publicity, and initiate action to maintain a high standard
- Consider reports from the Health and Safety Executive and other external advisory or regulatory bodies and action as appropriate
- Provide minutes of its meetings to the Governing Body

#### 2.2.2 Headteacher

The Headteacher is specifically responsible for the day-to-day management of health, safety and welfare across the school. The Headteacher has delegated their responsibility (apart from the following) to the Site Manager.

#### The Headteacher shall:

- Make funds and time available to staff to fill any gaps in health and safety training
- Report all accidents, incidents, complaints and unsafe practices to the Governing Body
- Provide adequate resources to implement the Health and Safety Management System effectively



## 2.2.3 Site Manager

The Site Manager shall:

- Ensure all staff receive a copy of and understand the Health and Safety Policy
- Champion the implementation of the Health and Safety Policy throughout the main school premises and Youlgreave
- Ensure the school complies with the relevant legal requirements by monitoring the implementation of the Health and Safety Policy
- Report relevant accidents to the Health and Safety Executive
- Ensure any complaints or comments from staff are actioned as soon as practicable and discussed at the Health and Safety Committee meetings
- Hire only contractors who have demonstrated competence and submitted risk assessments for the tasks they are to carry out
- Purchase only machinery, equipment and vehicles that are legal and compliant with applicable legislation
- Identify health and safety training requirements and send requests for training, to the Headteacher
- Ensure all equipment is checked and maintenance and repair carried out at the required intervals and relevant certification is maintained as per the schedule
- Check the HSE website at least monthly for alerts regarding education and ensure they
  are communicated to relevant staff and control measures are carried out

#### 2.2.4 Heads of Department

Heads of Department shall:

- Actively encourage and promote Health and Safety at work to ensure all staff are aware
  of the contents of the Health and Safety Policy
- Keep and maintain all records associated with legislation and the school's management system
- Ensure all staff members under their control are aware of safe systems of work and procedures they are expected to adhere to
- Ensure risk assessments are carried out for all activities under their management and ensure all staff (and students if required) are made aware of the findings and control measures required to be implemented
- Purchase only machinery, equipment and vehicles that are legal and compliant with applicable legislation
- Promptly investigate and correct any defects and non-conformances (including accidents and incidents) associated with health and safety
- Carry out inspections and monitor the implementation of the Health and Safety Policy and Management System

# 2.2.5 <u>Teaching Staff</u>

Teaching staff have additional responsibilities in addition to the general employee responsibilities (see section 2.3.6).



## All teaching staff shall:

- Comply with the requirements of the Health and Safety Policy and Management System ensuring documents are made as evidence of compliance
- Ensure machinery, equipment and vehicles within their responsibility are inspected as
  per the control measures stated in risk assessments and any defects are reported
  promptly and the items are removed from service if required until the defect is rectified
- Use and ensure all pupils use machinery, equipment, vehicles and substances in accordance with training and instruction provided to them
- Report all accidents and incidents as soon as it is safe to do so to the appropriate Head of Department
- Report any identified training needs to the Head of Department
- Report any issues raised by teachers to the Head of Department

#### 2.2.6 All Staff

Every employee has a legal obligation and responsibility to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions whilst at work.

## All employees shall:

- Familiarise themselves with and conform to the Health and Safety Policy and areas of the School's management system relevant to their areas of work
- Cooperate with management at all times to enable the Governing Body to comply with its duties
- Report any dangerous situation, occurrence, accident, ill health or incident to their direct manager
- Not intentionally or recklessly interfere with or misuse anything provided for health and safety purposes
- Carry out work in accordance with training and instruction provided to them and report any queries or concerns immediately
- Keep areas under their control tidy and free from slip, trip and fall hazards
- Inform their direct manager of any health and safety training needs

# 3 HEALTH AND SAFETY ARRANGEMENTS

# 3.1 Risk Assessments

Risk assessments will be undertaken by:

- Heads of Department (who are competent to do so) for areas under their control
- The Theatre Manager for areas under their control
- For science and design technology; The Senior Technician is trained to do so by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- For school trips; the teacher organising the trip
- For other events; the teacher/member of staff in charge of the event



The Governing Body encourages risk assessments to be carried out by a small team of people involved in the task/area being risk assessed and the process managed and documented by a responsible person.

A logical approach to risk management shall be adopted. It must not be forgotten that Langley Park School for Boys is about providing pupils with an environment that is inspirational, flexible and served by the latest technologies. To allow our vision to be achieved risks shall be managed proportionately and sensibly by:

- Ensuring that staff, pupils, contractors and visitors are properly protected
- Providing overall benefit to our society by balancing benefits and risks
- Focus on reducing real risks (those which arise more often and those with serious consequences)
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility
- Accepting that a totally risk free society cannot be obtained

Anyone not competent to carry out risk assessments shall be put on a training course as soon as possible and shall work with a competent person in the meantime to ensure all risk assessments relative to the operations they manage are suitable and sufficient.

Risk Assessment training is provided by the CLEAPSS for high-risk areas within the school (e.g. science and design technology). This shall be arranged by the Site Manager contacting CLEAPSS directly. Findings of the risk assessments are passed on to all involved with the activities and work areas. Any additional control measures that are required that cannot be implemented by the Heads of Department shall be reported to the Site Manager who shall further report to the Governing Body, via the Headteacher if required.

Heads of Department are responsible for ensuring actions required are implemented, unless they require expenditure at a value beyond their responsibilities. The Site Manager is responsible for ensuring control measures with higher value implications are implemented. Risk assessments will be maintained in the departmental areas of the One Drive.

Particular activities and events within the school which require risk assessment include:

- School trips
- After school events
- Manual handling
- Work with hazardous substances
- Workplace

Assessments will be reviewed and amended if required, on an annual basis each January at a minimum but also following an accident, change in working practises or circumstances or change in legislation.



## 3.2 Consultation and Communication

The Governing Body meets twice per term. Health and Safety is a standing item on the agenda. The Headteacher attends these meetings and reports any health and safety actions or concerns which need assistance from the Governing Body. In turn any feedback from the meeting is returned to the rest of the teaching staff via the weekly Leadership Group meeting and Staff Briefing.

Heads of Department meet with the senior management team once per term. Health and Safety is on the agenda as noted above. The flow of health and safety information is encouraged to be both directed to the Headteacher and Governing Body and from the Governing Body to the teaching staff.

Any issues that need to be shared and/or actioned are discussed at the weekly Monday briefing. The school has a number of high-risk departments: design & technology, science, art, graphics & photography and sport. Each department has appointed a safety representative, being an experienced member of staff who has received appropriate training.

The safety representatives will be required to consult with their colleagues regarding health and safety matters at a minimum of once a term during scheduled departmental meetings. Dates shall be arranged by the representatives at the beginning of each academic year and all made aware. Minutes will be retained and circulated.

Agenda items will include:

- Risks and dangers arising from staff's work
- Any unsafe items or locations within their department or the school
- Health and Safety training requirements and day to day operations/teaching
- Status of incident investigations, corrective and preventive actions
- Any measures such as new equipment or new systems of work that may be introduced and may affect health and safety

Any action points from the minutes of the departmental meetings shall be reported to the Governing Body by the Headteacher.

Communications regarding health and safety issues and queries is encouraged by the Governing Body, whether positive or negative.

The Site Manager is responsible for reviewing the HSE website for safety alerts and disseminating information to relevant members of staff as required, making sure any required actions required are carried out.

# 3.3 <u>Training and Competence</u>

Induction training is carried out each new academic year. The staff handbook and this Health and Safety Policy are issued at the induction and prior to any staff commencing work at the school for the first time. Inductions are the responsibility of Heads of Department and the Assistant Headteacher responsible for staff development. Issue of the Manual and Health and Safety Policy shall be via email and the correspondence will be saved in the school filing system as evidence of these having been issued.



Specific tasks/roles requiring special training are:

- Risk assessment
- Minibus drivers
- First aiders
- Site Staff and cleaners (NVQ2)
- Work at height (including fall arrest equipment and rescue techniques)

The school administration team checks the competence of drivers and maintains records.

# 3.4 <u>Safe Equipment (including lifting equipment) and Vehicles</u>

The school shall only procure equipment and vehicles that meet with all legislative requirements. The Governing Body requires all vehicles to be diesel fuelled for safety reasons and replaced regularly.

All plant and equipment that requires maintenance shall be identified. Maintenance and servicing shall be carried out as per the maintenance schedule managed by the Site Manager.

Heads of Department and the Site Manager shall be responsible for identifying equipment and vehicles that need maintenance and ensure that servicing is carried out within their area of responsibility. Maintenance and repair are carried out at effective intervals as identified within the risk assessments or at intervals required by statute law.

Examples of equipment and vehicles include:

- Minibuses
- Lifting equipment
- Access equipment
- Harnesses and fall arrest equipment
- Gas equipment and systems
- Electrical equipment and systems
- Catering equipment
- Welding equipment
- Building maintenance plant
- Firefighting equipment
- Fire detection equipment
- Carbon monoxide detectors
- Defibrillators

Servicing, insurance and MOTs for the minibuses is the responsibility of a member of the Leadership Group, supported by the Finance Manager and Site Manager. All staff competent to drive the minibuses are required to carry out visual inspections, check oil, water, tyre pressures etc (in 9 | P a g e accordance with training) prior to using the vehicle, and be fit to drive. Use of prescription drugs may affect ability to drive safely and a doctor's advice should be sought where appropriate.



All lifting equipment shall have a certificate of thorough examination if the equipment is not required to lift persons this shall be renewed on an annual basis. Lifting equipment shall have the certificate of thorough examination renewed at 6-month intervals. A visual inspection shall be carried out prior to using the equipment. Only trained and competent staff may use lifting equipment.

All pressure systems shall be tested annually by a competent person and certificates retained in the filing cabinet in the Site Manager's office. If any defects are noted on any equipment or vehicles this must be reported immediately to the Site Manager.

If the defect affects the safe operation the equipment or vehicle it must be immediately removed from service and labelled 'Do Not Use'.

# 3.5 Safe Handling, Transport, Use and Storage of Hazardous Substances

Relevant Heads of Department are responsible for identifying all substances which require an assessment under the Control of Substances Hazardous to Health Regulations (COSHH).

Relevant Heads of Department shall carry out the assessment and record on the COSHH Assessment form. The findings of the assessment and controls for safe handling, transport, use and storage of hazardous substances shall be briefed to all relevant persons.

This includes the correct type of cleaning equipment to ensure cleaners are aware of suitable cleaning materials to use and how to use them, in particular to ensure slip and trip risks are not increased by the use of incorrect cleaning substances.

Laboratory staff are also required to store chemicals with adequate separation for chemicals that are reactive.

COSHH assessments for catering & cleaning staff are provided by their employer.

# 3.6 Accidents, First Aid and Ill Health

First aid boxes are kept in the medical room and reception. First Aiders are responsible for monitoring the contents of the first aid box.

The reception staff hold a medicine register for all pupils requiring prescription medicines during the school day. Guidance for staff in relation to the management of medicines is annexed to this policy. Any event requiring first aid treatment will be immediately reported to reception. Here the reception staff can arrange first aid measures and call the emergency services if required. A member of the reception staff will wait at the school gates to direct the emergency staff into the school and to the location where emergency services are required.

Eye wash and barrier cream is provided in the design technology classrooms and the science labs. Teachers are responsible for ensuring adequate supply.

Where installed, a defibrillator will be maintained by the Site Manager who will arrange such additional training for first aiders as may be necessary.



All accidents and cases of work-related ill health are recorded in the accident book. The accident book is kept at the reception desk and is monitored and supervised by the Site Manager.

In the event of an injured pupil requiring hospital attention, staff are required to call an ambulance. Staff will not transport injured pupils to hospital in private transport. If an ambulance is called, the Headteacher should be notified.

Significant accidents, incidents and near misses are investigated by the Site Manager.

The Site Manager is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. Accidents shall be reported via the HSE website: <a href="https://www.hse.gov.uk/riddor/report.htm">www.hse.gov.uk/riddor/report.htm</a>

# Accidents which result in any of the following must be reported:

- Death of any person
- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - o covers more than 10% of the body
  - o causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - o leads to hypothermia or heat-induced illness
  - o requires resuscitation or admittance to hospital for more than 24 hours

## Reportable diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.



## 3.7 Monitoring

To check working conditions and ensure our safe working practices are being followed:

- The Governing Body carries out a management review at least annually
- Health and Safety is on the agenda of each termly Governing Body meeting
- The Health and Safety Committee holds a meeting each term and can report to senior management prior to the termly meetings
- Staff are encouraged to notify direct to management of any defects or concerns or at the weekly Monday briefing or to the Safety Representatives

# 3.8 Emergency Procedures

There is a fire management plan in place for the school. All staff shall be made aware of its contents during the school induction. Other emergency situations which require evacuation will follow the same procedure as detailed within this fire management plan.

All staff must be aware of the fire exits from their classrooms. All teachers are responsible for managing the evacuation of their pupils in the case of an emergency alarm sounding.

The local fire brigade have been shown around the school and given plans of the school showing classroom locations, boiler rooms, hydrant locations. A copy of these plans are maintained within the premises box outside reception.

All staff must ensure equipment, materials, displays, waste, etc, do not block corridors and in particular fire escape routes. If further storage or movement of items is required this must be reported to the Site Manager to action as soon as possible.

See section 3.6 for specific information regarding first aid procedures.

#### 3.9 School Trips

School trips are requested to the headteacher through the Finance officer responsible for trips. The initial request form is considered and authorised by the headteacher. For overseas trips, the initial request form should also be approved on behalf of the Governing Body by the governor nominated for this purpose by the Governing Body.

Staff are required to focus on the real risks when planning school trips. Only competent staff may lead or take part in school trips and are supported by the London Borough of Bromley through the service level agreement with Evolve. Everyone is given responsibility for their individual roles during school trips by the lead teacher at the trip management meeting. At this time required precautions are explained along with reasons for their necessity to help ensure that everyone can focus on the important issues.



Risk assessments shall focus on real risks and the school takes into account the assessments and procedures of other organisations involved and maintains good communications throughout. When a trip is planned to a foreign country the risk assessment will include a full assessment of threats including, but not limited to, climate, terrain, infectious/contagious disease, terrorism, crime and political unrest. The trip organisers will monitor these risks regularly, with advice from the Educational Visits Coordinator, and will report any significant change in the status of the risks to the headteacher and to the nominated Governor. Trip organisers must be vigilant to ensure that all foreign visits are as safe as they can possibly be even though they may involve activities that are intrinsically hazardous. They must also ensure that the school's exposure to financial loss arising from the late cancellation of a trip is avoided. This will necessitate the closest monitoring of the country or countries concerned and should including seeking information and advice from a range or sources (and not just limited to the Foreign and Commonwealth Office website) so that the most accurate and up to date picture can be obtained.

## 3.10 Slips and Trips

All must be aware that slip and trip incidents are a major cause of accidents to education employees, pupils and students. Risk assessments shall detail the slip and trip hazards around the site. Risk factors shall consider:

- Floor, steps, slopes and sudden changes in height
- Water, food and litter contaminants
- Task, safety culture
- Footwear
- Information and training, supervision, pedestrian behaviour.

Contaminants must be cleared immediately by Site staff/cleaners. This is organised by informing the receptionist or Site Manager who are in radio contact with the site staff.

#### 3.11 Manual Handling

Manual handling shall be included in risk assessments.

Staff must not lift beyond their capabilities.

The school provides manual handling aids e.g. trolleys, sack barrow and pump jacks. If further requirements are identified by risk assessment the Site manager must be notified immediately.

Training will be given for use of this equipment where required.

## 3.12 Vehicle Movements

Pedestrians and vehicles are kept segregated wherever possible.

Delivery vehicles are received at the rear of the school. This is signposted from the main driveway. Parking arrangements for staff are located at the front of the school.

Parking for students is limited and located along the access road to the school or in surrounding streets.



# 3.13 Work at Height

Work at height should be avoided wherever possible. Activities where working at height is required will be subject to risk assessment. Ladders should only be used for access or work of a very short duration subject to a successful risk assessment. If work at height is required this should be carried out from tower scaffolds, mobile elevated work platforms (MEWPS) or Genie lifts. The details of risk assessments covering work at height shall be briefed to all relevant personnel prior to the task being undertaken. Only competent staff can operate and install the tower scaffolds and MEWPS.

Notice boards in classrooms are located at levels to ensure they can be accessed by staff from floor level.

## 3.14 Use of Contractors

Contractors are used from the school's approved supplier list which is maintained by the Site Manager. Each contractor goes through a tender process which checks insurances, DBS checks, risk assessments, reporting, inductions, safe systems of work etc.

## 3.15 Lone Working

The Governing Body does not encourage lone working. If staff require working on the premises out of normal school hours they must attend only when the school is open for general use and must sign in on arrival and out when leaving the building at any time. From September 2023 this should be done via the Inventory electronic system.

Site staff leave the building last and should be aware when carrying out the final inspection they are observing staff health and safety and high-risk areas, e.g. laboratories, should be inspected last. The person locking up should review the signing in an out book and ensure all staff are accounted for prior to locking the building.

# 3.16 Asbestos

Youlgreave was built prior to 2000 and therefore might still contain asbestos containing materials. To ensure the health of anyone using these premises there is an asbestos management survey and plan in place. Inspections on the asbestos containing materials are carried out by contractors as detailed in the management plan. Any degradation in materials shall be reported immediately to the Site Manager who shall arrange for a competent survey company to review and offer advice on remedial action required. No breaking of any surface (including fitting of shelves, use of drawing pins) shall be carried out until the management plan has been reviewed and the user is sure it is not an asbestos containing material.

# 3.17 Catering

Plant and equipment within the canteen is serviced in accordance with the Site Manager's maintenance schedule.

Catering staff are contractors who are evaluated for Health and Safety performance by the Site Manager. The catering staff's employer provides Health and Safety Training including COSHH assessments.



When staff and pupils use catering facilities (for example refreshments for parents' evenings or after school productions) children under the age of 13 are not permitted within the serving area or to serve hot beverages. Staff must familiarise themselves with the licensing regulations where the refreshments include alcoholic drinks and no person under the age of 18 years is allowed in the serving area at any time when alcoholic drinks are being served or on display.

## 3.18 Cleaning

Cleaning Equipment under the contract is the responsibility of the cleaning company all equipment is maintained in accordance with the Site Manager. Cleaning staff are contractors who are evaluated for Health and Safety performance by the Site Manager. The cleaning staff's employer provides Health and Safety Training including COSHH assessments.

## 3.19 The Friends of Langley Park School for Boys

The Friends play an important role in the success of the school and volunteers take part in fundraising activities as well as assisting at school events such as parents' meetings and productions. The Headteacher will take steps to ensure that the committee of the Friends and individual volunteers are made aware of this policy and the procedures and responsibilities pertaining to it. The Friends will carry out, and keep up to date, a risk assessment in relation to their fundraising activities. Volunteers must familiarise themselves with the licensing regulations when serving refreshments that include alcoholic drinks and hot beverages (see 3.17 above).

# 3.20 <u>Langley Park Centre for the Performing Arts</u>

The performance space and associated facilities are licensed for a range of public activities such as theatrical performances, music concerts, dancing displays and cinema screenings. The licence also covers the sale of alcohol. The Theatre Manager is the licensee and he is responsible for ensuring that all statutes, regulations and guidance relating to both licensing and health and safety are complied with by staff, pupils, students, performers and audience members. When the Theatre Manager is not in school he can be contacted through the Site Manager or the Deputy Headteacher.

## 3.21 Pupils with medical conditions

**Supporting pupils at school with medical conditions** - statutory guidance for governing bodies of maintained schools and proprietors of academies in England came into force on 1st September 2014, was updated on 16 August 2017, and is the subject of a separate school policy, which should be read in conjunction with this policy.



# 3.22 Lettings

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help the community achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The Hirer must prove that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5,000,000.00. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed; a lettings arrangement is also in place. The school will not be responsible for any injury to persons or damage to property arising out of the activities undertaken. Keys and salto cards are provided for some lettings in which the area they are letting is their responsibility, this in some cases may include the unlocking and locking of the site.

Sign: &M Munday

Suzanne Munday, Headteacher

**Date:** 08/05/2025

Sign:

Date: 08/05/2025

Jamie Judd, Site Manager