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sparkeducationtrust.org.uk
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HEALTH & SAFETY POLICY

Policy Date: October 2026
Review Cycle: Annual
Responsible Body: Spark Education Trust - Trust Board

Version Control

Review Date	Updates
October 2025	
October 2026	

Lowfields Avenue, Ingleby Barwick, TS17 0RJ

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Introduction & Policy Statement

The Trust places a high priority on all aspects of Health and Safety. Along with staff they will strive to continuously update and improve measures as far as is reasonably practicable.

The policy aims to:

- promote a healthy environment and a high level of safety.
- ensure that Health and Safety considerations are always an integral part of working practices for all staff and visitors.
- ensure that all staff and visiting workers conduct written or dynamic risk assessments before they start their activities.
- ensure that all reasonable efforts are made to eliminate or reduce risks to acceptable levels once they have been identified.
- ensure that activities cease if risks cannot be reduced to acceptable levels.
- ensure that working practices are monitored, that all accidents and dangerous occurrences are properly reported and fully investigated.
- ensure that statutory requirements placed on the school are satisfied in as reasonable and as practicable a manner as possible.
- within the constraints of the budget provide adequate resources to ensure that policy and detailed arrangements within various Health and Safety guidance notes and documents are adhered to.

All staff will be provided with access to this H&S Policy document either electronically or hard copy. Head Teacher/Head of School and school Heads of Department, where applicable, will ensure every member of staff receives information relating to H&S in a timely fashion and where information is safety critical, a signature of acknowledgment and compliance may be required.

All health and safety notices will, upon receipt, be made available on the school H&S Board. All specialist advice/guidance notes will be issued directly to the schools, departments/curriculum areas concerned. Health and Safety Regulations are constantly being updated and improved. Hence the effectiveness of our policies and procedures, along with the condition of the school fabric/equipment need to be monitored. Inspections of the school sites take place on a regular basis.

If any member of staff has a health and safety concern, they should bring it to the attention of the Headteacher/Head of School and /or designated person (e.g. Facilities Manager or School Health and Safety Responsible Person(s)). Copies of all the current Health and Safety documentation are available online including the school policy, first aid policy, emergency evacuation procedure documents etc. Information is also disseminated via normal school communication systems.

It is advisable that Health and Safety be a regular agenda item for all secondary departmental meetings in the following curriculum areas: - Art, PE, Technology and Science. All departments must keep Health and Safety constantly under review and conduct appropriate risk assessments before undertaking extracurricular activities, out of school visits, fieldwork, etc.

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All reportable accidents or near misses in school or occurring during school activities should be recorded via the designated system in place (B-Safe) and actioned as appropriate. The school will monitor any trends presented by these records and make recommendations to the Headteacher/Head of School if they consider remedial measures should be taken.

The Trust recognises the complexity of Health and Safety legislation and the need to keep staff trained and updated. They undertake to fund training of staff in Health and Safety matters that are relevant to their role/s in school e.g. courses in risk assessment, first aid, basic electrical safety, manual handling skills etc. The Trustees, Governors, Headteacher/Head of Schools and the School Health and Safety Coordinators will continue to seek and act upon advice given by a variety of agencies including those listed above.

The Trust will ensure its health and safety arrangements are checked and validated by an external third party on an annual basis. Currently this is provided through North Yorkshire Council (NYES). It will also ensure that professional advice is made available to each school to ensure safe working practice and procedures are in place.

The effectiveness of the policies and procedures outlined in this document will be monitored by

- External agencies.
- The Headteacher/Head of School, School Health and Safety Coordinator and Executive Team.
- The Governing Committees for each school.
- The School Health and Safety Committee. (Secondary Schools)

How it will be monitored

- External H&S auditing / inspections.
- Internal reviews by Trust and School Governors.
- Trends in Accident Reports.
- Active participation in school H&S Committee Meetings.

Review Date

Review dates for individual H&S Policies, Procedures & Risk Assessments are recorded on the front page of each document.

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Responsibilities

All members of the Trust and individual school community have a corporate responsibility for the Health and Safety of students, staff and visitors, in line with statutory requirements. Every Trustee, Governor, member of staff and visiting worker should have a personal commitment to ensure that working practices lead to both a safe and a healthy site. This commitment extends to all extracurricular and off- site activities of whatever kind. A positive attitude to Health and Safety should always be part of any learning process.

Trust Board/CEO

The Trust Board & CEO are responsible for approving and monitoring the whole H&S Policy.

Delegating the following duties to the Local Governing Committees & Responsible Persons:

- Review how we ensure "Safe Working Practices" are adopted by everyone.

Local Governing Committees

The LGCS is responsible for:

- Monitoring the organisation of health and safety at each school.
- Ensuring that health and safety standards at each school are of a practicable & high standard.
- Monitoring the effectiveness of each school's health and safety standards.

Chief Finance & Operations Officer

Responsible for:

- Ensuring suitable external contracts and service level agreements for the scheduled servicing and maintenance of facilities, structures, grounds and fire safety management are in place.
- In consultation with the Estate Director, provide the resources required to address and rectify any issue which may affect the health and safety of the school and school personnel.

The Estate Director

Responsible for:

- Monitoring all health and safety policies pertaining to the Trust, reporting to the Board of Trustees & Head Teachers on the implementation of the policies and reporting any problems and difficulties which have been identified.
- Reporting on the progress being made towards achieving the health and safety standards of the Trust and the implementation of Trust health & safety policies and procedures.
- Ensuring that procedures for the investigation and reporting of accidents, dangerous occurrences, near misses and potential hazards are followed.

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The Head Teachers

Headteacher/Head of Schools have responsibility for the organisation of health and safety in each school which includes the following:

- Setting the health and safety standards within the school in consultation with the LGCS and H&S link Governor(s), Trust Central Team and External H&S advisor.
- Monitoring the implementation of the Trust and school health and safety standards.
- Ensuring that all health and safety policies and procedures are implemented by all staff.
- Review individual Department & Whole School Procedure for maintaining equipment: inc. Premises. ICT. Science. DT. PE. Admin
- Reporting to the LGCS on the progress being made towards achieving the health and safety standards which have been set and the implementation of policies and procedures in the school.
- Ensuring that members of staff receive all information, instructions and guidance relating to health and safety.
- Ensuring that members of staff are trained, retrained and supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.
- Nominating, as and when appropriate, members of staff to be responsible for specific aspects of health and safety and ensuring that all staff are made aware of any such delegation.
- Providing sufficient risk assessors of suitable knowledge, training and experience to ensure a local mechanism is in place for carrying out risk assessments on any existing, new, or modified work, before the work commences.

School Facilities & Estate Managers / Primary School Site Supervisors/Office Manager

Responsible for:

- In consultation with the Head Teacher, setting the health and safety standards for their area of responsibility.
- Undertake training and periodic retraining, to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and others working in or visiting school sites.
- Carrying out risk assessments in their area of responsibility and review these risk assessments at least annually or if there is a significant change to the building, procedure or staff.
- Reporting on the progress being made towards achieving the health and safety standards of the school and the implementation of policies and procedures by colleagues and departments.
- Ensuring that all members of their staff receive information, instruction and guidance relating to health and safety.

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- Ensuring that any equipment or machinery under their control known to need repair is not used until the necessary repairs have been carried out.
- Maintain a level of record keeping for maintenance issues.

Secondary School - Heads of Department

It is the policy of Spark Education Trust, that employer's duties are in part delegated to managers who are responsible for work activities under their direct control. In order to achieve this objective, the responsibility of staff with management responsibilities includes the following:

- In consultation with the Head Teacher and where appropriate the Facilities & Estates Manager, setting the health and safety standards for their area of responsibility.
- Ensuring that all health and safety departmental policies of the Trust / School are fully implemented and the procedures are followed by all staff (including all new colleagues and staff who are allocated new duties within the department).
- Ensuring that all risk assessments are carried out on new and modified work before the work commences and that the findings of the risk assessments are understood and consistently implemented by staff.
- Ensuring that all risk assessments are reviewed at least annually, or if there are significant changes.
- Ensuring that all members of school staff in their area of responsibility are trained, periodically re-trained and supervised for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons.

All other staff

The Health and Safety at Work Act 1974 places duties on all staff to ensure the health and safety of themselves and others affected by their work activities. To achieve this objective, members of staff at Spark Education Trust are responsible for:

- Participating in setting the health and safety standards for their work in consultation with the Head Teacher and Head of Department.
- Complying with all health and safety policies, instructions and procedures for their work.
- Ensuring that where an employee is aware of a risk assessment or a procedure which is not correct or presents a more significant hazard than that stated in the assessment, then the employee is required to notify the Head Teacher / Head of Department of this fact.
- Participating in training for them to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons on site.
- Ensuring that any faulty equipment or machinery under their control is reported and not used until the necessary repairs have been carried out.
- All staff should refrain from bringing in and using personal electronic devices on school premises. Any electrical items brought in must be PAT tested and inspected by competent/qualified staff before being used.

Students and Visitors

Students and visitors are expected to:

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- Follow the fire safety procedures for the school and their own work areas.
- Understand and exercise personal responsibility for safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene (e.g. suitable footwear, and the preclusion of unsuitable jewellery.
- Understand and observe the safety rules of the school, and particularly the instructions of staff given in an emergency.
- Not deliberately misuse, neglect or interfere with items provided for the health and safety of themselves and others.

Contractors

The Trust operate a procedure for managing contractors on our sites. It is the responsibility of each school to ensure this procedure is implemented. This includes the completion of an authorisation to work form before work commences.

Contractors will be inducted by site staff and will be presented with asbestos information where appropriate. Contractors should complete an authorisation to work form outlining the risks presented by the work they are undertaking and the steps being taken to mitigate and manage them prior to undertaking any intrusive work(s) on Trust school sites.
Authorisation to Work form will be reviewed and work on site authorised prior to work commencing by the school site supervisors/H&S responsible person.

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H&S Arrangements

Introduction

The Trust recognise that like any work activity, health and safety has to be managed proactively in each school. The aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the school. Most of these costs may not be met by our insurance.

The following section provides a brief outline of the steps our Trust and schools provide in response to our H&S obligations. A comprehensive list of Policies and Procedures can be found in the index provided in Appendix 1.

Staff Induction

Staff Induction includes the following H&S information:

The H&S policy will be made available to all staff.

The induction will also include site specific emergency evacuation procedures and routes, a tour of the site noting, out of bounds or restricted access areas, expected standards of behaviour, first aid arrangements etc.

Heads of departments must also give an appropriate department induction covering working practices, use of equipment, risk assessments etc. All staff who receive an induction must be given the opportunity to ask questions and make suggestions appropriate to their role.

Accident reporting

The Trust Accident Investigation and Reporting Procedure should be always followed.
All accidents/incidents/near misses must be reported.

First Aid

The Trust/School First Aid Policy should be always followed.

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Promoting H&S through Good Estate Management

Fire Prevention and Safety Management

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Building Fire risk assessments are reviewed annually, or earlier when any changes occur which could affect the existing assessment.
- Emergency evacuations are practised once a term.
- Fire alarm testing will take place once a week including testing door release systems.
- New staff will be trained in fire safety, and all staff and pupils will be made aware of any new fire risks.
- Site specific safety procedures are communicated to site visitors / contractor's during the signing in process.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers will only be used by staff and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are clearly displayed across the school sites.
- Form tutors'/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- Delegated individuals will take a register of all staff, pupils and site visitors.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter or the SLT have ascertained there is no fire.
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Fire Preparedness

- Staff must ensure that fire escape routes and final exit doors are always kept clear. Displayed materials should not cover emergency signage or fire alarm call points.
- The Facilities & Estate Manager / Head Teacher will organise and monitor a fire drill every term. Key issues will be fed back to the Head Teacher. Each school has Fire Emergency Procedures that are updated regularly and displayed throughout the school.
- All staff will familiarise themselves with evacuation routes and notices. Any difficulties with fire doors must be reported to the Facilities & Estate Manager / Head Teacher as soon as possible. Notices outlining the evacuation procedures will be displayed throughout the schools.
- All staff are required to register in and out of the building. In an emergency, pupils will evacuate the building and assemble in the designated area. A member of office staff will collect necessary documentation to confirm who is on site and report back to the Fire and Emergency Coordinator.
- The Facilities & Estate Manager / Designated person will oversee internal weekly call point and monthly emergency lighting and fire extinguisher tamper checks are carried out and logged. The

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Facilities & Estate Manager / Estate Director will ensure appropriate SLAs are in place for external contractor maintenance visits.

- The H&S advisor will conduct an annual Fire Safety Risk Assessment and communicate the findings back to the Head Teacher, Estate Director & Facilities & Estate Manager.

Premises Inspections

- It is the duty of every member of staff to assess the environment in which they work for the benefit of themselves and those under their charge.
- All faults, structural, electrical, etc, must be reported to the Facilities & Estate Manager or Headteacher/Head of School at the earliest opportunity. Facilities staff should try to affect a repair if practicable and safe, otherwise external contractual assistance will be organised.
- Scheduled area checks will be carried out by Staff and issues will be addressed as they arise.
- The H&S advisor will conduct an annual Fire Safety Risk Assessment and communicate the findings back to the Head Teacher, Facilities & Estate Manager & Estate Director.
- The H&S advisor will conduct an annual Premises Inspection and communicate the findings back to the Head Teacher, Facilities & Estate Manager & Estate Director.
- The H&S advisor will conduct an annual Paperwork Inspection and communicate the findings back to the Head Teacher, Facilities & Estate Manager & Estate Director.

Site Management

- Facilities including the supply of electricity, gas and water etc will be managed through a programme of Service Level Agreements (SLA). Each school will ensure scheduled servicing and maintenance are carried out by an approved and competent contractor.
- Faults will be addressed as they are identified to maintain efficient and safe facilities throughout the schools. Staff members who identify a fault or dangerous situation must report it immediately to the Facilities & Estate Manager / Head Teacher.

Legionella Prevention

In accordance with the Trust Legionella Policy, we will ensure the risks from legionella are identified and managed.

Asbestos Management

In accordance with the Trust Asbestos Management Policy, we will ensure the risks from asbestos are identified and managed.

Equipment

We will ensure that all equipment is installed, tested, maintained and operated in accordance with legal requirements, manufacturer's instructions and the appropriate Trust Procedures. This includes, but is not restricted to, lifts, shutters and specialist department equipment in PE, DT, Science.

All members of staff and students involved with the use of school's equipment & machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the respective Head of Department, Facilities & Estate Manager or Headteacher/Head of School.

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PPE

Where a risk assessment identifies that a risk cannot be removed or reduced by other measures, Personal Protective Clothing (PPE) will be provided and maintained by the school.

COSHH

In accordance with the Trust COSHH Policy, we will ensure the risks from COSHH are identified and managed.

COSHH Regulations 2002 require the schools to ensure that substances which can cause harm are stored, transported, used & handled in a manner which is safe and minimises risk to anyone's health. COSHH risk assessments must be undertaken prior to introducing any chemical into use.

Display screen equipment

All staff who use computers daily as a significant part of their normal work and meet the HSE criteria of a 'DSE user' should undertake a display screen equipment (DSE) assessment.
The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for continuous periods of an hour or more. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.
"Significant" is taken to be continuous spells of an hour or more at a time.

Reasonable measures will be put in place to ensure a comfortable working environment is provided with the provision of suitable equipment and furniture.

If your role requires a DSE assessment, you may be entitled to a free eye test through the trust voucher scheme. Staff who feel that they may be eligible for an eye test, should contact their line manager and complete and submit an 'Eye Test Voucher request' form. The Trust will issue an eye test voucher if applicable.
Outside of the voucher scheme, the Trust will not contribute to the cost of glasses.

Educational Visits

Any proposed educational visit must first be cleared through the Head Teacher/Head of School, selecting suitable providers set out in the DfE's guidance and in accordance with the individual School's Educational Visits Procedure.

No Smoking Policy

Trust / Schools operate No Smoking/No E-cigarette sites in accordance with the Trust No Smoking Policy.

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Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The Trust advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that, if possible, some early action may be taken.

Working at Height

In accordance with the Trust Working at Height Procedure, we will aim to ensure the risks from Working at Height are identified and managed.

Manual Handling

In accordance with the Trust Manual Handling Procedures, we will aim to ensure these risks are identified and managed.

Lone Working:

In accordance with the Lone Working Procedure, we will aim to ensure these risks are identified and managed.

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Appendix

1: Index of Spark Education Trust H&S Policies & Procedures.

Policy / Procedure	Trust	Site Specific
Individual school H&S Policies	☐	☑
Accessibility Procedure	☑	☑
Animals in School Procedure	☑	☑
First Aid Policy	☑	☑
Keyholder Procedure	☑	☑
Lone Worker Procedure	☑	☑
Minibus Procedure	☐	☑
Premises Management Procedure	☑	☑
Infection Control Procedure	☑	☑
Manual Handling Procedure	☑	☑
No Smoking Policy	☑	☐
Risk Assessment Procedure	☐	☑
Security Procedure	☐	☑
Estate Management Strategy	☑	☐
Accident Investigation Reporting Procedures	☐	☑
Electrical Safety Procedure	☑	☐
Sharps &Prevention of BBV Procedure	☑	☐
Working at Height Procedures	☑	☑
Fire Risk Assessment - (*Undertaken by qualified external H&S Advisors*)	☐	☑
Asbestos Management Policy	☑	☑
Emergency Procedures	☑	☑
Gas Safety Procedure	☑	☐
Gritting Procedure	☐	☑
Legionella Management Policy	☑	☑
Lockdown, Invacuation & Evacuation Procedures	☑	☑
Traffic Management Plan	☐	☑
Managing Contractors Procedure	☑	☑

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