

School Space Lettings Policy

West Hill Primary School



Approved by:

Date:

Last reviewed on: November 2023

Next review due by: November 2024

Introduction

The school contract School Space <https://school-space.org/space/murm8u> to manage all its community lettings outside of normal school hours.

Consideration will be given to all applicants but School Space and the Governors reserve the right to refuse applications for the use of West Hill Primary School's premises.

The school contracts School Space to manage all its community lettings. School Space will operate the facilities in-line with its agreement with the School and the School's Lettings policy.

School Use.

No charges will be incurred for the use of the premises by the Governing Body, the School itself or for certain purposes with the special agreement of the Governors' Finance and Premises Committee, provided that the facilities used are left at least as clean as they were found and staffing is provided by the School.

Charging Policy

All fees and hire charges will be paid to School Space and then passed on to the school; all communications and negotiations regarding bookings will be conducted through School Space, with the exception of complaints regarding School Space. In such circumstances, the hirer should have made reasonable efforts to first discuss and resolve their complaint or grievance with School Space.

School Space will determine the cost of hire, based on agreed requirements and notify the hirer in advance of any letting. The agreed charges will be made available to all hirers and the school and kept updated. School Space reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

School Space will seek to recover any cost incurred by them that is unavoidable and result directly from a cancellation of a letting. Cancellation of approved lettings must be received in accordance with School Space's Cancellation Policy: <https://school-space.org/terms-conditions/school-space-cancellation-policy>

Charges

Before committing to a booking, a quote will be provided to confirm the cost of hire. Venues are hired in 15 minute 'blocks'. Due to staff costs, a £35 minimum spend will be imposed on all one-off hires unless exceptions are agreed with the hirer. For one off bookings and bookings where attendees exceed 100 people, a minimum spend of £60 will apply. A £30 Administration Fee may be applied to a booking for the following reasons

- Booking in an event within 30 days

- Making changes to your booking within 30 days

All discounts offered are valid either for the academic year the booking is in, or until a pre-specified date, and then are subject to review.

School Space will adjust prices for inflation on an annual basis; there will be a percentage increase based on the average annual inflation rounded up to nearest £0.50

School Space do not accept new booking or amendment requests which have less than 7 days' notice.

The following charges, which are reviewed annually, apply to lettings:

Facilities charge per hour:

Creative Hub (Lower Hall) £32.50

Middle Hall £38.00

Top Hall £38.00

Classrooms £19.50

Bus £32.50

CALLOUTS

The venue prices include the associated staffing costs to ensure the running of the facility, this may mean that our staff do not remain on site at all times.

If School Space staff have to wait an unreasonable length of time at either the beginning or end of your booked times at the venue, or if you callout a staff member throughout a letting, you will be charged at £25 per callout (in addition to overrunning charges that may occur), unless the venue or service is not of an acceptable standard.

CLEANING CHARGES

A toilet cleaning fee of £100 will be charged on one-off bookings with over 15 attendees and all camps; School Space will arrange the cleaner, and the charge will be included on the customer's invoice.

The venues should always be left in the state that they were found with all large bits of rubbish removed, including rubbish bags, furniture returned to its original place and clean and tidy. Failure to do so may result in loss of deposit even if a toilet cleaning charge has been paid.

For regular bookings, if School Space or School site staff have to undertake any unreasonable amounts of cleaning (for example spillages, excessive rubbish removal, or furniture not returned to original set up), then their time will be charged for. This is usually £50 per area, unless cleaning time exceeds one hour.

VIEWING CHARGES

All customers are able to arrange a free viewing of the venue, for up to 30 minutes. Any subsequent viewings, or any viewing over 30 minutes, will be charged at £15 per viewing or viewing hour.

CLEANING

If School Space or School site staff have to undertake any unreasonable amounts of cleaning (for example spillages, kitchens left in an unacceptable state, or furniture not returned to original set up), then their time will be charged for. This is usually £50 per area, unless cleaning time exceeds one hour.

OVERRUNNING

As stated above, it is the hirer's responsibility to ensure all attendees of their event leave the facility promptly, and that all set up and take down costs are included in the booking times stated. If you do not leave the facility on time, the following additional charges will be incurred:

- If your session overruns, you will be charged at 2 times the standard price of the facility.

School Space charge in 15 minute increments and so any over-running will immediately incur 15 minutes at this charge.

- After 15 minutes of overrunning, you will also incur an additional £30 administration fee to cover the arrangement of extended staff time.

One-off bookings:

If you leave your one-off event late, we will charge you a £30 admin fee + the pro-rata rate x2 of the space for the extra time that it was used.

Regular bookings:

We understand that it's easy to lose track of time sometimes, so the first time (in a term) you finish late there are no charges.

If you're late leaving the space a second time (in a term) you will be charged the prorated amount for the extra time.

The third time (in a term) that you leave the space late, we will have to charge the prorated amount for the extra time x2 (whether it's under or over 15 minutes).

RATE CARD:

Standard rates apply to all bookings apart from those fall into the following categories:

One-off bookings: premium charges apply for bookings on:

- 6pm-10pm: Friday, Saturday, Sunday
- 8am-10pm: Bank holidays and other national holidays

Regular bookings: premium charges apply for bookings on:

- 8am-10pm: Bank holidays and other national holidays

The premium rates are as follows:

Time: 6pm - 10pm

Friday	Standard rate x2
Saturday	Standard rate x2
Sunday	Standard rate x2

Time	8am-6pm	6pm-10pm
Bank Holidays	Standard rate x2	Standard rate x2
Christmas Eve	Standard rate x2	Standard rate x4
Christmas Day	CLOSED	CLOSED
New Year's Eve	CLOSED	CLOSED
New Year's Day	Standard rate x2	Standard rate x2
Easter Sunday	Standard rate x3	Standard rate x3

Deposit Loss Charges

FAILURE TO ADHERE TO TERMS AND CONDITIONS

A deposit will be used as confirmation for all events. Deposits are charged as follows:

Session Cost	Deposit
Under £50	£50
£51-£75	£75
£76-£100	£100
Over £101	Rounded up to the nearest £50

For one-off bookings, the deposit will be 20% of the session cost rounded to the nearest £50. The deposit is separate to the hire fee, rather than included in the price, and is made payable to School Space. All deposits are returned in full after your event or booking ends, unless the following occurs:

Failure to adhere to our Terms & Conditions

Any damage to the school or equipment within it, including loss of equipment

You cancel your confirmed booking prior to the start date.

Invoicing

Block bookings will be invoiced on a monthly basis by School Space. Payments for one off bookings should be made prior to or at the time of hiring. Bookings will only be confirmed on prior receipt of a £50 deposit made payable to School Space (refundable when the block booking ceases or after the one off event has taken place). Hirers may pay by bank transfer or by cheque by arrangement with School Space.

<https://community.school-space.org/new-invoicing-process-and-cancellation-policy-faqs/>

Conduct of Users

All users will designate a named person who will be responsible to School Space in respect of the letting and the security of the premises and any equipment.

School Space has been delegated authority to determine the security risk for each letting outside school hours and the Hirer may be required to provide security in addition to that provided by the school and or other control measures.

- The school premises will not be let to individuals or organisations if there is any reason to believe that the name of the school will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required.
- Decisions whether to permit lettings will be made by the Co-headteachers and their decision is final.
- All persons hiring the school premises are expected to conform to the relevant Health and Safety regulations.
- All hirers must carry sufficient Third Party Liability Insurance to satisfy Wandsworth Council requirements.
- The hirer shall not sub-let the premises to another person.
- No intoxicants/drugs shall be brought on to or consumed on the premises.
- The whole of the school premises is a non-smoking area and smoking is not permitted within school buildings or on school grounds at any time.

The Hirers will be responsible for any breakages or damage to school property which will be invoiced separately.

Health and Safety

West Hill Primary School is a workplace and so is subject to workplace health and safety regulations, the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work regulations 1999.

Under these regulations, West Hill Primary School has a duty to provide:

- A safe place of work
- Safe access and egress
- Training, information and instruction
- Safe systems of work
- Safe storage and handling of chemicals and other substances

The duty of care is towards employees, visitors and others in the workplace.

When school facilities are leased or used by a third party outside of school hours, West Hill Primary School delegates responsibility for the above to School Space.

School Space will provide the hirer with safety information. This will include:

- An emergency contact for the duration of the hire
- A method for reporting any damage to school property or safety incidents which the school must investigate.

The hirer is expected to follow the evacuation plan as stipulated in the West Hill Emergency Plan that School Space has agreed to follow.

The way in which the school facilities are used could introduce a hazard or risk to the hirer, those present, or others. Therefore, School Space must:

- Conduct a risk assessment for the use of the school facilities and specific control measures must be introduced to either eliminate the risks or reduce them to an acceptable level.
- Inspect the area before commencing the activity to ensure the area is safe.

This is to include:

- Hazardous substances are locked away
 - Adequate lighting and signage is available
 - Access ways and floors are clean, free from obstruction and do not present a slip hazard
 - Emergency lights and fire extinguishers are in good working order.
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- Communicate any important information to those present
 - Inspect the area when the activity has concluded to ensure it is left in a good and safe condition
 - Report any safety incident to School Space so that the incident can be investigated and appropriate remedial action taken.

The hirer will comply with the safety requirements, which will be the responsibility of School Space, and communicate to those present.

The school may request the inspect relevant paperwork to ensure that School Space is adequately fulfilling the responsibilities delegated to it by West Hill Primary School.

Communication

School Space will communicate with the school via a two weekly phone call with a designated point of contact within the school staff. Periodically we will hold a meeting with our point of contact and a member of the SLT to ensure our partnership is on track and working for the School.

Complaints

Any complaints should be notified to School Space in writing as soon as possible and within 7 days of any incident. School Space will notify the school and the complaint will be investigated in line with the School's Complaints Policy.

Cancellations

The School reserves the right to cancel a letting:

On occasions the school needs to use its own facilities at times which may clash with bookings. In this event the School shall give a minimum 2 weeks' notice to the hirer.

If there is a breakdown to any of the facilities required for their particular letting, the School will not charge and will endeavour to notify School Space as soon as possible and cannot accept any liability.

The School reserves the right to cancel any booking with immediate effect where the hirer is in breach of the terms and conditions of this Letting Policy and any sums paid by the hirer shall be forfeited.

School Space Booking Terms for all Customers

1.Contract Terms

1.1 We agree to hire out the Venue to you on the following terms. These terms, together with the Booking Form, constitute a contract between you and us ("Agreement") and must be read together with any other documents or policies explicitly referred to in these terms. Any other terms contained in any other document are excluded unless their inclusion is expressly agreed in writing.

1.2 In these terms:

1.2.1. "we" and "us" means School Space Limited (company number 10257561);

1.2.2. the "Booking Process" means the details you submitted on our online platform when you booked a space with us, or any amendments you later made to your booking on our online platform; and

1.2.3. the "School Facility" means the venue that you have specified on the Booking Form and that we have agreed to hire out to you.

2. Accuracy of the Booking Process

You warrant that the information contained in the Booking Process is correct, accurate and contains no errors or omissions. We reserve the right to cancel this Agreement without having to refund any costs incurred by you (including any deposit or damage deposit) if you are in breach of this warranty.

3. Cost of Hire

3.1. You shall pay to us the cost of hire together with the deposit both as stated on the Booking Process.

3.2. All invoices issued by us will be sent on the 15th of each month and must be paid by the 1st of the following month, to include all bookings in the upcoming month. If you fail to settle the invoice in full within this time frame, we may charge interest on the overdue amount at the Statutory Rate.

4. Use of School Facility

4.1. For the avoidance of doubt, you are being granted a non-exclusive, revocable licence to use the Venue as specified on the Booking Process, for the duration specified on the Booking Process and this shall in no way be construed as a grant of a lease to you.

4.2. It is your responsibility to ensure that the Venue is suitable for your intended use. If you have any booking requirements which you think may affect the suitability of your use of the Venue you should discuss these with us before confirming the booking.

4.3. You shall not use the School Facility for any other purpose other than that described in the Booking Process. You shall not sub-hire or use the School Facility or allow the School Facility to be used for any unlawful purpose or in any unlawful way, nor do anything or bring anything into the School Facility which may endanger the same or render invalid any insurance policies of the School Facility.

4.4. You shall not allow the consumption of alcohol at the School Facility without our prior written permission. If you are permitted alcohol by us at the School Facility, you are responsible for complying with all licensing laws.

4.5 Smoking (including the use of e-cigarettes) is absolutely prohibited at the School Facility. You must ensure that you and all other attendees do not smoke or use e-cigarettes in the School Facility or in any other part of the building or grounds in which the School Facility is located.

4.6. Neither you, nor your attendees are permitted to use any equipment at the School Facility, unless otherwise agreed in writing. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable in full for any damage to the equipment.

4.7. If either you or your attendees move any equipment you find at the School Facility, you must return such equipment to its original position before leaving the School Facility. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable for any damage to the equipment, and for any injury to either you or your attendees, in full.

4.8 You shall ensure that any equipment you bring to the School Facility to use at the School Facility (including but not limited to sports equipment, catering equipment and electrical equipment) are safe and in good working order, are used in a safe manner and, where relevant, have been PAT tested in accordance with current safety testing requirements.

4.9. You shall not use any naked flames, gas cylinders or canisters, nor place any combustible materials adjacent to heat sources. Barbecues may not be used on site without prior and written consent from School Space.

4.9. You must not make excessive noise whilst at the School Facility.

5. Venue Security

5.1. We will make arrangements for the School Facility. to be opened and closed after your specific event. You agree to notify us with at least 7 days' notice that your specific event may, or will, start later or end earlier than specified when making the booking.

5.2. You must ensure that adequate supervision is available at all times and ensure that no unauthorised persons are permitted to enter the Venue. You must adhere to all security and fire precaution measures of the School Facility. If a fire is identified it is your responsibility to alert all relevant emergency services and us immediately, and to evacuate the School Facility immediately in accordance with the School Facility's policies.

6. Alterations

You must not make any alterations to the School Facility or any other part of the building or grounds in which the Venue is contained without our prior written consent. This includes screwing or nailing anything to any part of the School Facility, and fixing or taping anything to the floor of the Venue.

7. Licences

You shall be responsible for obtaining all licences and for completing any returns that may be required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other bodies in connection with the hiring of the School Facility for your specific use. You indemnify us and the owner(s) of the School Facility against the consequences of your failure to do so.

8. Insurance

You must have adequate Public Liability Insurance in place for use of the School Facility and you must produce up to date evidence of such insurance to us when requested by us. You must ensure that you have informed your Insurer that you are hiring a school facility.

9. Health and Safety

During your booking, you must comply with all relevant Health and Safety Regulations, including having in place an appropriate evacuation plan.

10. First Aid

You must provide your own trained first aid cover, suitable and sufficient to the number and age of attendees. Access to a telephone within the School Facility is restricted. In the event of an emergency it is your responsibility to have in your possession a working, fully charged mobile phone to contact emergency services, next of kin or any other relevant persons or body.

11. Sale of Goods

11.1. Unless otherwise agreed, you must not use the School Facility for any auction sale, trade, business or manufacture of goods.

11.2. You must not use the School Facility for any illegal or immoral act or purpose.

11.3. We reserve the right to cancel this Agreement with immediate effect where such use is taking or is intended to take place without having to refund any costs incurred by you, to you (including any deposit or damage deposit).

12. Gaming, Betting and Lotteries

You shall ensure that nothing is done at or in relation to the School Facility in contravention of the law relating to gaming, betting and lotteries.

13. Promotional Materials

13.1. You are responsible for all publicity and promotion of your event at the School Facility

13.2. Promotional Materials must not include promotion of alcohol, smoking or gambling.

13.3. You must not use our name or logos, or those of the School Facility (or any affiliated organisation), in any promotional material relating to your event without our prior written permission (which may be conditional upon us approving the material in question before you use it).

13.4. Your hiring of the School Facility does not constitute an endorsement by us or the School Facility of either you or the subject matter of your reason for hire of the School Facility

14. Food and Drink

14.1. All our schools are nut free zones. Therefore, neither you nor your attendees can bring nuts to the School Facility.

14.2 If you have specified in the Booking Process that you will be preparing, serving or selling food and/or drinks at the School Facility, you must observe all relevant food and hygiene laws and regulations.

14.3. You must ensure that any leftover food and/or drinks and/or crockery and/or rubbish is removed from the School Facility and the School Facility is returned to the condition in which you found it on arrival. If you have specified in the Booking Process that you will be using your own caterers at the School Facility during the event, you must ensure that the caterers comply with all relevant food and hygiene laws and regulations.

15. Children

You shall ensure that you have adequate and up to date child protection policies and procedures in place including but not limited to an adequate safeguarding policy when your booking attendees include children and/or vulnerable adults, and ensuring adequate supervision of these children and vulnerable adults at the School Facility. These policies and procedures must be robust and take into account usage of the School Facility by other bookings with adult attendees. You must also ensure that you and any and all other persons likely to have contact with the children and vulnerable adults during your booking have obtained enhanced Disclosure and Barring Service checks, and all other necessary checks, prior to the event taking place.

16. Prevent Duty

You shall not use the Venue for any purpose or event which does not uphold fundamental British Values, as defined within the Counter-Terrorism and Security Act 2015.

17. Animals

You shall not allow any animals, other than guide dogs (with prior notification), to be brought into the School Facility without prior written consent from us.

18. End of Hire

18.1. You shall ensure that the School Facility is vacated at the time specified in the Booking Process. If you or any of your guests or attendees have not vacated the School Facility or any other part of the building or grounds in which the School Facility is contained, we reserve the right to make an additional charge.

18.2. You are responsible for leaving the School Facility and any other part of the building or grounds in which the School Facility is contained in a clean and tidy condition. You must ensure that the School Facility is returned to the condition in which you found it on arrival at the School Facility. If you fail to do this, we reserve the right to make an additional charge.

19. Termination

19.1. If applicable and without prejudice to clauses 19.2 and 19.3 below, this Agreement may be terminated in accordance with our cancellation policy.

19.2. For the avoidance of doubt, we retain the right, in our absolute discretion, to refuse or cancel a booking at any time if the reason for hire or subject matter to be discussed or promoted at the event is something to which the School Facility itself would, or does, reasonably object to.

19.3. Either of us can terminate this Agreement if the other is the subject of a bankruptcy order (or the equivalent in any other jurisdiction) or the other becomes insolvent or makes any arrangement or composition with, or an assignment for the benefit of, its creditors or if any of its assets are the subject of any form of seizure. If either of us is a company, the other can terminate this Agreement if the company goes into liquidation, either voluntary or compulsory, or if a receiver or administrative receiver or administrator is appointed.

20. Liability

20.1. During the period of hire, you shall be responsible for all damages (including accidental damage), losses (including consequential losses), claims and costs arising out of your use of the School Facility and you shall indemnify us and the owner(s) of the School Facility from and against any damage (including accidental damage), expense, liability, loss suffered by the owner (including consequential loss), claim or proceedings arising out of the course of or caused as a result of the hiring of the Venue or a breach of the terms of hire. For the avoidance of doubt the owner shall be entitled to enforce this particular clause.

20.2. For the avoidance of doubt, you are entirely liable and responsible for both you and your attendees (and yours and their property) at all times whilst you are at the School Facility and in any other part of the building or grounds in which the School Facility is contained.

20.3. Nothing in this Agreement shall be construed as restricting or excluding our liability for death or personal injury resulting from our negligence or for fraud.

20.4. Our liability to you under this Agreement shall not exceed the amount paid by you for hiring the School Facility for your specific event.

21. Force Majeure

We may cancel any Agreement if the School Facility is, or if any part of the building or grounds in which the Venue is contained is, rendered unfit or becomes unavailable due to unforeseen circumstances. This includes, but is not limited to, Acts of God, fire, lightening, explosion, war, disorder, terrorism (actual or threatened), security reasons, school lockdown, flood, pandemic or epidemic, industrial disputes (whether or not involving our employees), failures or interruptions of electricity gas or water supplies, weather of exceptional severity or acts of local or central government or other authorities.

22. General

22.1. Any notice required or permitted to be given by either party to the other side under this agreement shall be in writing addressed to that other party at its registered office or principal place of business or such other address as may at the relevant time have been notified under this provision to the party giving the notice.

22.2. No waiver or any amendment to these terms shall be effective unless in writing and signed by both you and us.

22.3. Apart from clause 20.1, a person who is not a party to these terms may not enforce any of them under the Contracts (Rights of Third Parties) Act 1999.

22.4. This Agreement shall be governed by the laws of England and we both agree to submit to the exclusive jurisdiction of the English Courts.

(last updated: 24th March 2022)

<https://community.school-space.org/terms-conditions/>

Appendix 1

School Space Risk Assessment

RISK ASSESSMENT FOR:	West Hill Primary	
Establishment: West Hill Primary	Assessment by: Tristan Carman	Date: 13th March 2020
1st Review Date Due : 13th March 2021	Manager Approval:	Date:



Hazard / Risk	Who is at risk?	Nature of the harm caused	Normal control measures	Are normal control measures Y/N/NA	
				In place	Adequate
Fire	Staff and customers	Injury	<ul style="list-style-type: none"> Briefing to all visitors on fire evacuation procedure Community Connectors have fire panel training and on-call Team Leaders have access to fire panel processes Fire exits clearly marked 	Y Y Y	Y Y Y
Slips, trips and falls	Staff and customers	Injury	<ul style="list-style-type: none"> Floor kept clear of obstructions Clean spillages immediately Signposting wet floor during cleaning No trailing wires 	Y Y Y Y	Y Y Y Y
Manual handling	Staff and customers	Injury	<ul style="list-style-type: none"> Staff trained in safe manual handling techniques if necessary (i.e. if needed to move staging) Customers should only be asked to assist with moving equipment under supervision 	Y Y	Y Y
Substances	Staff and customers	Injury or illness	<ul style="list-style-type: none"> All hazardous substances kept locked away and out of reach of customers 	Y	Y

Sprains and strains	Staff and customers	Injury	<ul style="list-style-type: none"> Adequate staffing to ensure all areas customers access can be seen by a member of staff Spaces should be checked for any obvious hazards before use, e.g. cans, glass or potholes 	Y Y	Y Y
Intruder on site	Staff and customers	Injury or harm	<ul style="list-style-type: none"> Premises enclosed with fences and gates Adequate staffing to ensure all areas customers access can be seen by a member of staff 	Y Y	Y Y
Lone working working in school alone / in isolated locations	School Space Staff - Community Connectors	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Always use the When I Work app to clock in and out Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height) Always carry mobile phone Notify Team Leader / manager of intention to work outside regular hours Reduce time spent working alone so far as is reasonably practicable Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact Adequate security in place Access to site controlled e.g. lock gates and doors where necessary, closing coded/fobbed doors, etc. Use of staff badges Ensure all external doors / windows secured to prevent unauthorised access Do not allow access to unknown callers External lighting adequate 	Y Y Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y Y Y
Mental health	School Space Staff - Community Connectors	Risk of social and organisational isolation	<ul style="list-style-type: none"> Daily check in with team member(s) Monthly team socials Seasonal team socials for community connectors 	Y Y Y	Y Y Y

DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>
DATE OF REVIEW:	COMMENTS:
DATE OF REVIEW:	COMMENTS:

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.