SITE survey. APP

SITE SURVEY REPORT

Key Issue and Return Register

Prepared for	Moorside Learning Trust
Date	5 Oct 2026
Site	Moorside Academy, Huddersfield
Prepared by	H. Siddiqui

FORM

Key Issue and Return Register

1. Record details and scope

Project	Moorside Academy, Huddersfield: site key register, autumn term (completed example)
Site or premises address	Moorside Academy, Moor Lane, Huddersfield
Client or organisation	Moorside Learning Trust
Record date	5 Oct 2026
Person completing the record	H. Siddiqui

This is a custody record, not an electronic access-control system. It does not revoke a token or change a lock when an item is overdue or missing.

ICO guidance says personal information should be relevant, limited to what is needed, kept secure and retained only as long as necessary. Protective security planning should define access responsibilities and procedures. Keep the register within those arrangements rather than sharing access details widely.

2. Access arrangements

Register custodian	H. Siddiqui, site manager
Key control procedure reference	Key control procedure MLT-SEC-04 rev 2
Who may authorise issue and access scope	Site manager or business manager may authorise issue. Contractors get keys for named areas only, returned the same day unless agreed in writing.
Access controls and retention arrangements for this record	Register kept in the locked site office. Holder details kept only while a key is out and for one year after return, then removed.

3. Issues and returns

Key or token 1: K-021, science prep room

Key or token identifier	K-021, science prep room
Holder name or staff reference	L. Bamford, staff ref ST-0218
Issue authorised by	H. Siddiqui
Date issued	1 Sep 2026

Holder issue acknowledgement	
Current state	Issued

Key or token 2: K-044, boiler house

Key or token identifier	K-044, boiler house
Holder name or staff reference	Calder Heating Ltd engineer, P. Dyson
Issue authorised by	H. Siddiqui
Date issued	23 Sep 2026
Holder issue acknowledgement	
Current state	Returned
Date returned	23 Sep 2026
Return received by	H. Siddiqui

Key or token 3: G-07, rear field gate padlock

Key or token identifier	G-07, rear field gate padlock
Holder name or staff reference	S. Haigh, staff ref ST-0305
Issue authorised by	J. Kaur, business manager
Date issued	8 Sep 2026
Holder issue acknowledgement	
Current state	Missing

Missing or damaged item action and escalation	Reported lost on 2026-09-29. Gate chained with a spare padlock the same day. Business manager told, padlock replacement ordered. Logged as security note SN-26-011.

Key or token 4: K-102, sports hall store

Key or token identifier	K-102, sports hall store
Holder name or staff reference	A. Wood, staff ref ST-0144
Issue authorised by	H. Siddiqui
Date issued	1 Sep 2026
Holder issue acknowledgement	
Current state	Damaged
Missing or damaged item action and escalation	Key bent and no longer turns the lock. Returned 2026-10-02 and destroyed. New key cut from the master set, issue to be recorded as a new line.
Keys or tokens recorded	4
Issued	1
Returned	1
Overdue	0
Missing or damaged	2

> A key or token is missing. Decide now whether the lock must be changed or the access cancelled, and record what was done in section 4.

4. Reconciliation

Outstanding items and reconciliation result	Termly check 2026-10-05: 38 keys on the cabinet list, 33 in the cabinet, 4 issued and recorded, 1 missing (G-07). No other differences.
Access cancellation, lock change or other action performed separately	Rear field gate padlock replaced by the site team on 2026-10-01. Old padlock removed.
Reconciliation checked by	J. Kaur, business manager

5. Actions and review

Are further actions required?	Yes

Further action 1: Replace the rear field gate padlock and issue new keys from the cabinet.

Action and evidence reference	Replace the rear field gate padlock and issue new keys from the cabinet.
Person responsible	H. Siddiqui, site manager
Target date	3 Oct 2026
Action status	Completed
Completion evidence	New padlock fitted 2026-10-01, two keys in the cabinet as G-08 and G-09.

Further action 2: Cut a replacement sports hall store key and record the new issue to A. Wood.

Action and evidence reference	Cut a replacement sports hall store key and record the new issue to A. Wood.
Person responsible	H. Siddiqui, site manager
Target date	10 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Paper register only. It does not change locks or cancel access by itself.
Record status	Ready for review
Reviewed by	J. Kaur, business manager
Review date	5 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.