



# **Health & Safety Policy**

**GAT/0063**

**POLICIES AND PROCEDURES PROFORMA**

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## 1.0 Aims

### GENERAL POLICY STATEMENTS ON HEALTH & SAFETY

#### Policy Statement

- 1.1 The Directors and Governing Body of The Gryphon Trust are committed to providing a duty of care in a school environment which offers the highest level of Health and Safety in accordance with the 1974 Health and Safety at Work Act as amended and the Management of Health and Safety Regulations 1999 as amended.
- 1.2 The objectives of this policy are to:
- Establish and maintain a Health and Safety Policy that meets the needs of all persons attending, working at and visiting The Gryphon Trust schools with due reference to reasonable duty of care without affecting the health and safety of other people.
  - Maintain a sense of safety awareness and legal responsibility in all Directors, Governors, Staff, Pupils and Visitors.
  - Provide the framework for continual consultation and, where necessary, improvement to the school Health and Safety Procedures. When required expert advice will be sought to determine the risks to health and safety within the establishment and the precautions required to deal with them.
  - Provide sufficient information and training for employees in respect of risks to health and safety.
  - Ensure that adequate procedures are in place in the event of a fire or serious emergency.
- 1.3 This policy is agreed by the Directors and Governing Bodies of The Arnewood School Academy and The Eaglewood School.
- 1.4 Our school aims to:
- Provide and maintain a safe and healthy environment
  - Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
  - Have robust procedures in place in case of emergencies
  - Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2.0 Legislation

- 2.1 This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
  - [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
  - [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
  - [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
  - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
  - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
  - [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
  - [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
  - [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

- 2.2 The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.
- 2.3 This policy complies with our funding agreement and articles of association.

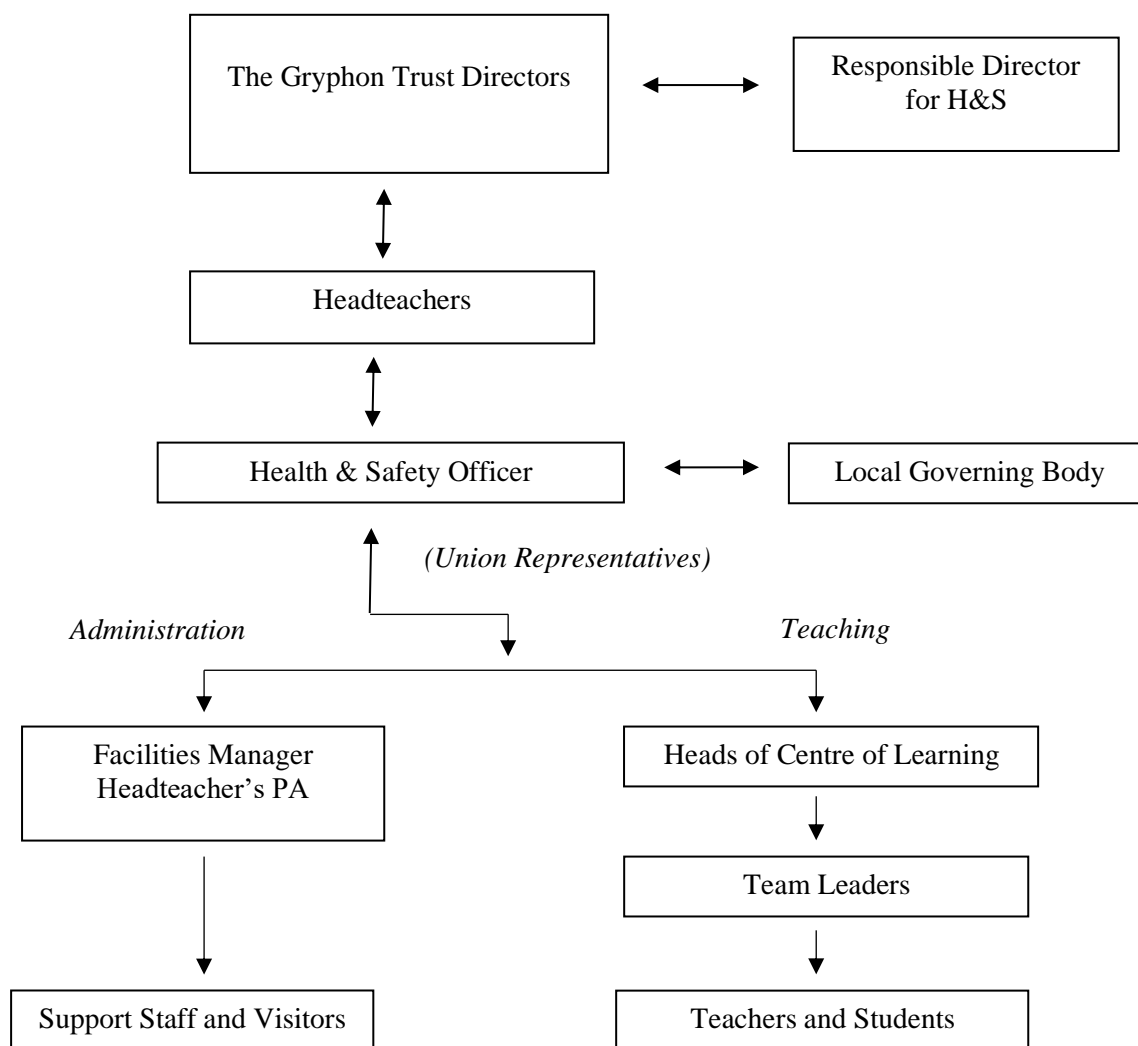
### **3.0 Roles and responsibilities**

## **ORGANISATION FOR THE IMPLEMENTATION OF THE POLICY**

### **Management Structure**

- 3.1 The Health and Safety at Work Act 1974, and The Management of Health and Safety at Work Regulations 1999, place a duty on the School Governors as “employers” to ensure so far as is reasonably practicable the Health and Safety of employees, pupils, contractors and visitors, whilst on the Gryphon Trust sites and/or those who may be affected by the school’s activities. The schools employ a process of delegation and consultation takes place through Senior Leadership and representatives who have a responsibility for health and safety in particular areas.
- 3.2 The Governing Bodies, primarily through the Head Teacher, will ensure that effective consultation takes place with all employees on Health and Safety matters and that individuals are consulted before particular Health and Safety functions are allocated to them.
- 3.3 When necessary, the Governing Bodies will seek specialist advice to determine the risks to Health and Safety both on the premises and in extra-curricular activities and the precautions necessary to deal with them.
- 3.4 The Safety Committee’s core membership consists of the Headteacher’s delegated Health and Safety Officer, Governor representatives and the Facilities Manager. Other members may include Union Health and Safety representatives, a member of the leadership team or a senior colleague.
- 3.5 The management structure for Health and Safety is outlined below:

## Management Structure



### 4.0 Headteacher and Governor Duties

#### The Board of Directors & Governing Bodies

- 4.1 The Directors' Governing Body has the overall responsibility for Health and Safety at the schools. It will ensure, that all necessary facilities, assistance, training and financial resources are made available to provide for the achievement of this policy. The Governing Body and Head Teachers shall ensure that risk assessments on all activities associated with the school, both on and off site, are carried out and recorded so as to promote and maintain the health and safety of employees, pupils and others involved in them. The implementation and management of this policy is delegated to the Headteachers.

#### Headteachers

- 4.2 The Headteachers are responsible through a system of instructions, training, delegation, consultation and continuous review, for the implementation and management of the Trusts Health and Safety Policy.
- 4.3 The Headteachers shall ensure that:
- The Trusts policy on Health and Safety which covers staff, pupils, contractors and visitors, is established, monitored and revised on a regular basis.
  - Individuals working in, or visiting the school are aware of the dangers and risks associated with the environment and equipment they are required to use.

- Individuals are fully trained in the use of equipment, the recognition of hazards and the application of procedures including the wearing of safety equipment and protective clothing.
- Individuals are given sufficient training to carry out this policy. This will be undertaken when necessary, but at least reviewed annually by the Health & Safety Officers in conjunction with the Continuing Professional Development Co-ordinator.

## **5.0 Appointment of Health & Safety Officer**

- 5.1 The Headteachers are to appoint a senior member of staff to be the Health & Safety Officer who will monitor the correct implementation of the Health and Safety policy on the Directors, Governors' and Head Teacher's behalf.
- 5.2 The Health & Safety Officers are to liaise with staff and students to ensure the Health and Safety policy is implemented effectively as possible. The Health and Safety Officers are to report health and safety matters to the Local Governing Body, via the Governor responsible for health and safety.
- 5.3 The Health & Safety Officers are, in particular, to periodically liaise with the local emergency services (Fire/Police/Ambulance) and to encourage their participation in suitable training activities on the school sites.

## **6.0 Delegated Responsibilities**

- 6.1 The Headteachers have delegated functions in this policy as indicated below:.

### **A - Health and Safety Officer**

- 6.2 The Health and Safety Officers will, in conjunction with the facilities manager and H&S governor:
1. Be the focal point for all Health & Safety matters on the school sites.
  2. Bring matters of concern to the notice of the Headteachers.
  3. Direct general Health & Safety advice to relevant staff and students as necessary. Ensure risk assessment is conducted fully on site as required, including necessary risk management.
  4. Ensure that all personnel considered to be directly involved in Health & Safety on the school site are adequately trained in Health & Safety matters, in collaboration with the school's Continuing Professional Development and Performance Management Policies.
  5. Ensure that health and safety, plus maintenance contracts including those relating to the following items are carried out by competent persons on a regular basis and that full records are kept and available for inspection at any time. Please see routine maintenance plan in Premises Policy.
    - i. Astro Turf (in collaboration with the Facilities Manager)
    - ii. Dust/Fume extraction (in collaboration with the Facilities Manager and respective Head of Centre)
    - iii. Electrical and alarms (in collaboration with the Facilities Manager)
    - iv. Food hygiene (in collaboration with the Canteen Manager).
    - v. Machinery and plant (in collaboration with the Facilities Manager and respective Head of Centre)
    - vi. Minibus (in collaboration with the Facilities Manager)
    - vii. Radiation Control (in collaboration with the Radiation Protection Officer)
    - viii. Water quality (in collaboration with the Facilities Manager)
    - ix. Heating systems (in collaboration with the Facilities Manager)
  6. Medical:
    - a. Ensure that the Welfare Assistant record medical interventions on CPOMS
    - b. Ensure that an accident form is immediately completed for any significant student accident reported on the school site.

- c. Ensure an accident form is completed for any significant staff accident reported on the school site
- d. Ensure the RIDDOR Incident Contact Centre is notified where appropriate.

7. Fire and Emergency Evacuation and Prevention:

- a. The Health & Safety Officers will discuss with the Headteachers a suitable date each term for an evacuation drill, the first of which each year will be with notice and the subsequent unannounced. A full report on this vital school procedure is to be sent to both the Headteacher and clerk to the Governors in a timely manner. Appropriate amendments to procedures arising from drill evaluations are to be made and notified to all concerned as necessary.
- b. To ensure that the Facilities Manager maintains records of the serviceability of each fire prevention appliance, including alarms, on the school together with the records of the maintenance requirements. These are to be made available to the H&S manager for inspection on a regular basis or at his request.

**B - Heads of Year - Heads of Centre - Other Delegated Staff**

- 6.3 Middle managers are responsible for the appropriate Health and Safety measures in their area, including due care of staff, pupils and resources. Heads of Centre will oversee the review of subject specific risk assessments at least once annually and maintain a record of their review. Matters of health and safety requiring attention must be reported to the Health and Safety Officer. Urgent matters shall be reported immediately.

**C – Headteacher’s Personal Assistant (Administration and Non-Classroom Support Staff)**

- 6.4 The Headteacher’s Personal Assistant will liaise with the Health and Safety Officer regarding any matters affecting Support Staff, their working areas and procedures.

**D - Facilities Manager**

- 6.5 The Facilities Manager is responsible for those employees under his control. He is also responsible for the day to day liaison with contractors on the school facilities. He will ensure that any repairs required on the school facilities that have an impact on health and safety are brought to the immediate attention of the Health and Safety Officer and that they/or any appointed contractor ensures the remedial work is carried out as soon as practically possible. In situations where remedial works are not possible in the desired time framework, the issue should be risk assessed by the Facilities Manager, and a mitigation plan put in place. The Facilities Manager will advise the Governors through the Health and Safety Officer and Headteacher of contractors suitability and competence to undertake work on school sites.

- 6.6 The Facilities Manager must:-

- 1. Consider health and safety associated with the fabric of the building.
- 2. Ensure that fully documented safe working practices and risk assessments are maintained within Facilities, cleaning and caretaking teams.
- 3. Ensure that contractors have signed in at Reception, visibly wear a visitors’ identity badge whilst on Facilities and have been informed of the emergency evacuation procedure.
- 4. Ensure that arrangements are made for the safe disposal of waste materials throughout the Facilities and that appropriate documentation is kept in the Facilities Manager’s care.
- 5. Require that an employee, contractor, visitor or other performing work on the fabric of the building sign the school’s asbestos register.
- 6. Contractors on Facilities:



- a. When contractors arrive on site, the Facilities Manager will inform staff of any dangers/hazards. It may be important that particular areas are cordoned off for safety reasons.
  - b. Check that, where necessary, a 'Permit to Work' is produced by the contractor. The Facilities Manager is to ensure that this is valid and recorded.
  - c. If, in the opinion of the Facilities Manager, the contractor is failing to meet the obvious and necessary Health & Safety requirements for the task on Facilities, the Health & Safety Officer is to be informed at once and steps will be immediately taken in order to cease work forthwith. An enquiry will be instigated at once with the contractor's nominated safety office and/or senior staff.
  - d. In situations where Construction (Design and Management Regulations) 1994 apply it is the responsibility of the nominated manager to put in place appropriate measures to enforce them. (Reference: [www.hse.gov.uk/pubns/conindex](http://www.hse.gov.uk/pubns/conindex).)
7. Ensure that statutory maintenance is undertaken in accordance with the Trust Premises Policy.

## 7.0 Other Responsibilities

### A - Employees of the Trust and schools.

7.1 All employees, irrespective of their position, must:

- Take reasonable care for the health and safety of him/herself and any other person who may be affected by his or her acts or omissions.
- Complete a H&S checklist for their working area at the beginning of the Winter term (Appendix 5).
- Not use equipment which is recognised to be dangerous. In any such instances the danger should be brought as soon as possible to the attention of the line manager. The equipment must be withdrawn from use immediately pending investigation with clear signs to indicate it is out of use attached.
- Know and adhere to the special safety measures and arrangements for their working area of the school.
- Observe standards of dress commensurate with health, safety and hygiene.
- Wear protective clothing where appropriate and when instructed to do so.
- Appreciate and prevent the dangers associated with untidy working conditions.
- Familiarise themselves with the emergency evacuation procedure and their responsibilities within the emergency procedure.
- Visibly wear identity badges when on the school site and challenge visitors on site who are not wearing badges (thereby indicating that they have not checked in at Reception correctly).
- Report to their line manager anything that they consider to be a potential risk to their health and safety and that of others.
- Protect their health and safety if they become pregnant. The Headteacher must be made aware of any member of staff who becomes pregnant to ensure that adequate measures are taken to protect their health.

### B - Students

7.2 The students also have a duty to conduct themselves with due regard for their own safety, and the safety of fellow students, staff and visitors. Pupils should be encouraged to report any concerns for health and safety to a member of staff.

7.3 All Students must:

- Exercise responsibility for the safety of themselves and others.
- Conform to school and departmental safety policies.
- Observe standards of dress consistent with safety and hygiene.
- Never bring knives, bladed instruments or other dangerous items into school.
- Behave safely in corridors and on staircases and keep to the left when travelling.
- Never interfere with any items provided for safety and report concerns for health and safety to a member of staff

- Not bring a motor cycle or car on to the school site without permission.

### C - Visitors

- 7.3 All visitors must report to Reception where they will sign in and receive a badge indicating their status. The badge should be worn at all times whilst on site. Members of staff must collect their visitors from Reception. Unaccompanied visitors will not be allowed access to the school site. At the end of the visit, the badge must be returned to Reception and the visitor signed out.
- 7.4 In the case of contractors on site, the Facilities Manager will direct them to Reception, ensure that they sign in and receive and wear a visitors' badge. On completion of their work they should sign out and return their badge.
- 7.5 The attention of all visitors will be drawn to: i) Health and Safety; ii) Safeguarding matters and iii) the Emergency Evacuation procedure, by Reception staff when they receive their badges. In addition, the visitor's signature is their acceptance to adhere to all Health and Safety instructions whilst on the site. Any visitor not wearing an appropriate badge must expect to be challenged by a member of staff.

### D - Parents and Carers

- 7.6 In the application of a place for a child at the Trusts schools, a parent or carer shall accept the school's Health and Safety Policy in its entirety.
- 7.7 This policy should be drawn to the attention of all Parents and Carers of children wishing to attend the Trusts schools. This policy shall be made available for inspection at all times.
- 7.8 Parents and carers not making concerns of Health and Safety known to the School in writing within ten working days shall be deemed to accept the situation (unless there are extenuating circumstances).

### Register of Persons with Delegated Responsibilities

<b>Responsibility</b>	<b>Arnewood</b>	<b>Eaglewood</b>
Directors' Representative		
Local Governor Representative	Mr I Walker	
Headteacher	Mr N Pressnell	Mr N Himmel
Health and Safety Officer	Mr C Price	Mr J Wood
Union Representatives	NEU Representative – Mr S Jagger	
Headteacher's Personal Assistant	Ms V Woods	Mrs S Gray
Facilities Manager	Mr I Walker	Mr I Walker
Welfare Assistant	Mrs L Freeman	Mrs S Gray
Design & Technology	Mr P Clarke	N/A
English	Mrs J Preston	Mrs M MacLarty
Expressive Arts	Mrs A Tyas Mrs S White	Mrs S White
Humanities	Mr J Kinnison	N/A
Information Technology	Mr M Gough Mr S Bristow	Mr S Bristow
Learning Support	Ms A Zebedee	Miss L Young Mrs M Strachan
Library	Mrs C Woodacre	N/A
Mathematics	Mr S King	Mr R Edwards
Modern Languages	Mrs M Whitham	N/A
Physical Education	Miss M Samuel	Mr S Barton Mrs S Edwards
Science	Mr P Grant	Mrs N Parton
Catering	Mrs T Davis	Mrs G Clapcott

## 8.0 Site security

- 8.1 The Gryphon Trust facilities manager is responsible for the security of the school sites in and out of school hours. This includes provision and maintenance of intruder alarms and CCTV systems, visual inspections of the sites, emergency response out of hours and static guarding. Further detail is contained within the Gryphon Trust Premises Policy.
- 8.2 Facilities team members, Head Teachers and Deputy Head Teachers are key holders. Out of hours emergency response is provided by Allied Security.

## 9.0 Fire

- 9.1 In accordance with the Trusts Fire Safety Policy, emergency exits, assembly points and assembly point instructions should be clearly identified by safety signs and notices within each Trust school.
- 9.2 Fire risk assessment of the premises will be reviewed as necessary.
- 9.3 Emergency evacuations are practiced at least once a term. Equipment is maintained in accordance with the Trust Premises Policy.
- 9.4 Fire alarm testing will take place at least monthly, generally out of hours.
- 9.5 New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- 9.6 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 may be used by staff only if confident they can use them without putting themselves or others at risk
  - Staff and pupils will congregate at the assembly points. These are detailed on 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.
  - The Deputy Headteachers will take a register of all staff.
  - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- 9.7 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. Detailed evacuation procedure to be reviewed annually and included in Staff Handbook.
- 9.8 An annual staff brief on first aid fire appliances and evacuation procedures within each school will take place.

## 10.0 COSHH

- 10.1 Schools are required to control hazardous substances, which can take many forms, including:
- Chemicals
  - Products containing chemicals
  - Fumes
  - Dusts
  - Vapours
  - Mists
  - Gases and asphyxiating gases
  - Germs that cause diseases, such as leptospirosis or legionnaires disease
- 10.2 Control of substances hazardous to health (COSHH) risk assessments are completed by responsible HoD and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- 10.3 Staff must use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- 10.4 Any hazardous products are disposed of in accordance with specific disposal procedures.
- 10.5 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **11.0 Equipment**

- 11.1 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- 11.2 When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- 11.3 All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- 11.4 All staff are to be adequately trained before using equipment (A4 refers).

## **12.0 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

## **13.0 Legionella**

- Water risk assessments are completed periodically and reviewed when significant changes have occurred to the water system and/or building footprint. Water sampling is completed monthly by a specialist contractor on behalf of the facilities manager; in addition, the risks from legionella are mitigated by frequent flushing of infrequently used systems.

## **14.0 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

## **15.0 Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the facilities manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **16.0 PE equipment and Astro**

- Pupils are taught how to carry out and set up PE/Astro equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or Astro surface or other apparatus will be reported to the facilities manager.
- An annual inspection is undertaken by a specialist contractor.
- Responsible staff must ensure that training and risk assessments are undertaken as required.

## **17.0 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out when they start their role and are provided advice for taking breaks, eye level of screens and the importance of posture when using computers. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff are advised to regularly take breaks from any prolonged screen use
- Staff can ask IT Services for a DSE assessment at any further required time, particularly if they have moved locations or started home working. Reasonable adjustment can be made.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- The IT manager will provide advice/support as required.

## **18.0 Lone working**

### **18.1 Lone working may include:**

- Late working
- Home or site visits
- Weekend working
- Facilities management duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

18.2 Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

18.3 If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

18.4 The lone worker will ensure they are medically fit to work alone and carry a means of communication (radio/mobile phone) at all times.

## **19.0 Working at height**

19.1 Working at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

### **19.2 In addition:**

- The facilities manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **20.0 Manual handling**

- 20.1 It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- 20.2 The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- 20.3 Staff and pupils are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
  - Take the more direct route that is clear from obstruction and is as flat as possible
  - Ensure the area where you plan to offload the load is clear
  - When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching

## **21.0 Off-site visits**

### **SCHOOL VISITS AND OUT OF SCHOOL ACTIVITIES**

#### **21.1. School Visits and Out of School Activities**

- The Headteacher or the appointed member of senior staff must approve all school visits.
- Where there is an element of high risk in the activity or the destination as defined under the guidelines laid down in the Risk Assessment section of this policy document the Governing Body must give its approval.
- No residential trip will normally be approved involving more than two year groups. The Sixth Form is deemed to be one year group.
- The Party Leader is responsible to the Headteacher and the governing body for the overall planning and conduct of the visit and is to pay particular attention to procedures in the case of an emergency and arrangements for discipline, supervision and welfare.
- School visit planning packs are available from the Finance Office

#### **21.2 PV1 – Proposed Activity Form**

- 21.3 Proposed Visit Form (1) must be completed in all cases. For planned visits in curriculum time, wherever possible, the completed form should be submitted before the school's Annual Calendar is completed in June of the preceding academic year. The originator must retain a copy of the form as a record. The form should be submitted to the finance officer, who will forward to the Health and Safety Officer.

#### **21.3 SV2 - Risk Assessment Form**

- 21.4 After the provisional approval is granted (following the submission of Proposed Visit Form (1)). A risk assessment must be completed for every component of the proposed activity and submitted to the Health & Safety Officer.

#### **21.5 SV3 – Participant Details Form**

- 21.6 Once the list of participants has been finalised, these details should be submitted to the finance office, who will forward to the Health and Safety Officer, together with an SLT contact if out of school hours.

#### **21.7 SV4 – List of Participants**

- 21.8 Details of the actual participants of the school visit must be recorded on the SV4 and given to Reception immediately before departure. The list must be the most up to date information available.

21.9 This is the only acceptable format of this record.

### **21.10 SV5 - Evaluation**

21.11 Where applicable, there is the option to complete an evaluation of the trip/visit. This may be particularly applicable if the same trip/visit is planned in future years.

### **21.12 Supervision**

- There is no ‘right’ level of supervision and staff must plan visits with sufficient adult Supervision to allow for emergencies and the possibility that an adult may need to be detached from the main party. As a guide the level of supervision must never be less than one adult to 20 students and on visits abroad never less than one adult to 15 students. Smaller ratios will often be necessary to reflect risk assessment requirements.
- For Years 7 to 11, if boys and girls are going on the same visit, other than in the immediate neighbourhood, a male and female teacher must accompany the group, irrespective of the minimum supervisory level indicated above.
- The general level of direct supervision throughout the visit, including the evenings must be appropriate to the particular circumstances. There must always be at least one responsible adult on duty and the students must know who to contact and the location of that person at all times.
- In the case of foreign exchange visits, appropriate steps must be taken to ensure that the host families and schools are fully aware of their responsibilities for the safety and social wellbeing of the student, accepting the ethos and supervision requirements of The Trust.
- When overnight stays are included, steps must be taken to ensure that the premises have adequate Fire Safety precautions and offer secure accommodation at all times. Party leaders must ensure that all students and adults understand emergency procedures and how they should vacate the premises safely and quickly.
- Each accompanying adult must carry a current list of the names of participating students. Regular checks on names and numbers must be carried out.
- Students should carry means of identification at all times.
- Students should be divided into groups of not less than 3.

### **21.13 Knowledge of the Area and Conditions**

21.14 Party leaders must be familiar with the nature of the conditions likely to be encountered. Most travel companies offer an inspection visit, and this should be explored where feasible. If this requires a prior visit at school expense, the cost of travel and subsistence will be met by inclusion in the total cost of the visit charged to parents/guardians.

### **21.15 Emergency Arrangements**

21.16 Party leaders must take a school mobile phone and a first aid kit (available from the Medical Room).

21.17 A copy of the student and staff participants of the visit, together with a copy of the form SV4 must be left at the school’s Reception immediately before departure. It is vitally important that this list is accurate at the time of departure and has the relevant contact details of those on the trip. The party leader must ensure that the parents/guardians can be contacted via a call-list in the case of emergency. A point of contact at the school to pass information between the party and the parent/guardian must be established. A ‘duty’ member of the Senior Leadership Team must be contactable at all times.

21.18 In the event of an accident or illness, the designated member of the Senior Leadership Team must inform parents/guardians as quickly as possible. All information will be passed to the Head Teacher and/or Chair of Governors for decisions on:

- (a) Informing the next of kin (Form SV4), and
- (b) Arrangements to be made for the continuance or curtailment of the visit.

21.19 The Party Leader is to be especially careful in dealings with the media at the location in the event of a serious incident and must ensure that the Head Teacher and/or the Chair of Governors is kept fully informed of any contacts made.

21.20 If a student sustains an injury the 'Accident Report Form' must be completed in all cases and a full report including statements from eyewitnesses submitted. All accidents must be reported to the Health and Safety Officer who will advise any further action required.

#### **21.21 Insurance**

- The school's insurance scheme provides cover for any visits made by students and staff on organised school events. The cover applies to all members of the party. A copy of the policy can be obtained from the Finance Office.
- The school holds an insurance policy which insures any member of staff required to use their own car on school business. The cover is comprehensive but excludes a mandatory excess of each claim. In addition, it also gives protection against legal liabilities for injury to other people (including any passengers) or to damage to their property following an incident involving the employee's car.

#### **21.22 Exchange Visits**

- Parents should be given the opportunity to say whether or not they wish their child to undertake any particular activity whilst under the control of a host family in loco parentis. The party leader must ensure that each host family is aware of the wishes of the parent.

#### **21.23 Equality of Opportunity and Access**

- Party leaders should ensure that there is equality of opportunity and access for all students and staff. Any student or adult who has a notified disability will require 'reasonable adjustment' and such planning must be built into trip preparation. **This is a legal requirement.**

#### **21.24 Trip Contract**

21.25 A sample contract which assures appropriate behaviour, trip reimbursement where necessary, and general health and safety risk assessment is at Appendix 4.

### **22.0 Use and Control of School Minibus**

22.1 As at March 2022 the Trust contract leases 5 minibuses on a 3 year replacement cycle. The contract hire company maintains and services the vehicles on the school's behalf. This does not relieve users of the responsibility to ensure that the vehicle is in a safe and roadworthy condition before use.

22.2 The Facilities Manager will be responsible for all safety aspects relating to the school's minibus stock. They will ensure that:

- Appropriate and current road fund duty has been paid.
- Each vehicle is covered by a current MOT certificate where appropriate.
- Regular pre-planned service and brake checks are carried out and records are kept.
- All aspects of the use of the Minibus Permit are complied with and that each bus displays the appropriate permit.
- When damage or a defect is reported immediate appropriate action is taken and that records are kept of all reports and subsequent action taken.

22.3 Legislation affecting the use of the minibus or the safety of such vehicles is brought to the attention of the Headteacher so that appropriate action is taken for compliance.

#### **22.40 Authorisation of Drivers**



- 22.40.1 All drivers of a minibus for the purpose of transporting pupils to/from one of the Trust's schools where the pupils pay for their transport, or otherwise when driving on a non-voluntary basis, must hold a full D1 (or D) PCV entitlement and must also satisfy any other restrictions imposed by the Trust's insurers.
- 22.40.2 Other drivers who first held their licence to drive a car prior to 1 January 1997 and have an automatic D1 category endorsement (unless revoked) may drive a minibus if all the following apply:
1. the purpose is to take pupils off-site for trips within the school day or as an extra-curricular activity, where the pupils do not pay for their transport;
  2. they provide the service on a voluntary basis;
  3. the vehicle can carry no more than 17 persons including the driver;
  4. the gross weight of any trailer towed is less than 750kg
  5. the gross weight of any trailer towed is over 750kg and they hold a D1 + E(101) (not for hire or reward);
  6. they have driven the vehicle on the highway for at least two half hour practice sessions under the supervision of an experienced minibus driver who subsequently holds the opinion that they a competent to drive a minibus;
  7. the Trust's insurers have not invoked any constraint to the contrary and all the Trust's insurers other requirements are met.
- 22.40.3 Other drivers who first held their licence to drive a car on or after 1 January 1997 may drive a minibus if all the following apply:
1. they are over 21 and have held a category B license for at least 2 years;
  2. the purpose is to take pupils off-site for trips within the school day or as an extra-curricular activity, where the pupils do not pay for their transport;
  3. they provide the service on a voluntary basis;
  4. the vehicle can carry no more than 17 persons including the driver and has a gross weight less than 3.5 tonnes (or 4.25 tonnes if including specialist equipment to carry disabled passengers);
  5. no trailer is towed;
  6. they have driven the vehicle on the highway for at least two half hour practice sessions under the supervision of an experienced minibus driver who subsequently holds the opinion that they a competent to drive a minibus;
  7. the Trust's insurers have not invoked any constraint to the contrary and all the Trust's insurers other requirements are met.
- 22.40.4 The school minibus is not available for use outside this country unless specifically authorised by the Headteacher.
- 22.40.5 Any member of staff wishing to use the Minibus must book it through the facilities Manager as far in advance as possible.
- 22.40.6 The keys and log sheet and must be collected from the Facilities Manager's Office when the bus is required and returned at the completion of the journey. Proper completion of the log sheet is a condition of minibus use.
- 22.40.7 The bus must be visually inspected by the driver. Any defects must be reported immediately to the Facilities Manager and recorded in the book provided. The bus must not be used if there is any doubt about its roadworthiness. No pupil must ever be permitted to enter the bus before it has been inspected by the Driver.
- 22.40.8 Staff should open doors, allow pupils to enter and secure doors after all pupils have boarded. On arriving at destination no pupil may alight from the bus until staff have opened the doors.
- 22.40.9 All passengers and the driver must wear seatbelts during the journey. It is the driver's responsibility to ensure that this rule is upheld.
- 22.40.19 A list of driver and passengers must be left at Reception at the beginning of each journey.

## **22.41 Minibus Checks**

22.41.1 Before moving off the following checks must be undertaken:

- Tyres should show no sign of damage or undue wear and tear and the pressure levels must be correct. Oil and water levels should be checked, especially for longer journeys.
- Rear view mirror and driver's seat must be correctly adjusted.
- Suspected or visible defects or damage must be reported to the Facilities Manager. The vehicle must not be used if there is any doubt about the vehicle's roadworthiness.
- There should be sufficient fuel in tank for the proposed journey. The bus should not be left low on fuel. Petrol or diesel, as appropriate, should be collected from any Tesco garage using the appropriate school account card. This card should be collected with the keys from the Facilities Manager's Office.
- The foot brake and handbrake should be tested soon after moving off.
- Journey record and mileage readings must be entered on booking out slip at the beginning and end of the journey.
- The Bus must be cleaned and checked before leaving. Litter must not be left in the bus.
- The keys and completed Daily Record Book must be returned to the Facilities Managers Office on the completion of the journey. After normal school hours they must be returned to the duty Facilities team member.
- The bus will be washed inside and out at regular intervals by a designated member of the facilities team.

## **22.42 Speed Limits**

22.42.1 The minibuses are mechanically/electronically limited to a maximum speed of 62mph.

22.42.2 Drivers are to ensure that posted speed limits are not exceeded.

## **22.43 Breakdown**

22.43.1 In the event of mechanical breakdown the school's break down services agency should be called. Details of the current agency are recorded on the information card secured to the inside of the windscreen on each bus.

22.43.2 The minibus is equipped with warning triangle and high visibility vest which should be used.

22.43.3 In the event of a breakdown:

- Turn on the hazard warning lights unless parked in a safe position.
- Ensure safety of passengers, especially on motorways where appropriate evacuation of passengers may be desirable.
- If the vehicle is causing an obstruction place the red warning triangle on the road at least 50 metres before the obstruction on the same side of the road. (150 metres on the hard shoulder on a motorway).
- Telephone the breakdown services as appropriate details are contained in the minibus and contact the school as required.
- Wear the high visibility jacket provided.

## **22.45 Accidents**

22.45.1 The accident must be reported to the facilities manager as soon as possible. In the event of an accident, the safety of the passengers and driver is paramount:

- Ensure the safety of the passengers.
- Do not admit liability of any kind.
- Take the name and address of all parties involved.
- Take the registration number and insurance details of all other vehicles involved.

- Take the name and address of any witnesses.
- Ask to see driving licence or other corroboration if possible.
- Note the damage on the school vehicle and that sustained by others.
- Note any previous damage on the other vehicles and their general condition.

22.46.2 The accident must be reported to the Police if:

- Anyone is injured or there is a hazard of any kind created by the accident.
- You believe that an offence has been committed.
- The other party involved refuses to give name and address or has left the scene of the accident.
- Vehicles are causing an obstruction or hazard or are in an unsafe condition.
- Any facts are in dispute.

#### **22.47 Use of a Minibus Not Belonging to the School**

22.47.1 There may be occasions when the school minibus stock is not available or that the minibus is not suitable for use by disabled passengers.

- The bus must be organised with an approved provider.
- The driver must make all the checks listed above before setting off.

#### **22.48 Use of Mobile Phones When Driving the Minibus**

22.48.1 The use of mobile phones whilst driving the minibus is illegal.

22.49.2 When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details

### **23.0 Lettings**

23.1 This policy applies to lettings. Those who hire any aspect of the school sites or any facilities will be made aware of the content of the Trusts health and safety policy and will have responsibility for complying with it.

23.2 Risk assessments are to be raised as requested by the Trust.

### **24.0 Violence at work**

24.1 We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

24.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

### **25.0 Smoking/Vaping**

25.1 Smoking/vaping is not permitted anywhere on the Trusts premises.

### **26.0 Infection prevention and control**

26.1 We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **1. Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **2. Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **3. Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

### **4. Cleaning of the environment**

- Clean the environment frequently and thoroughly

### **5. Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **6. Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **7. Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **8. Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## **9. COVID-19 management**

9.1 We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. Control measures will include steps to:

- Restrict non-essential activities where a COVID-19 risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

9.2 We will follow local and national guidance on the use of control measures including:

### **26.2 Following good hygiene practices**

26.3 We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

### **26.4 Implementing an appropriate cleaning regime**

26.5 We will clean equipment and rooms each working day, and ensure surfaces that are frequently touched are cleaned at least twice a day.

### **26.6 Keeping rooms well ventilated**

26.7 We will identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

### **26.8 Asymptomatic testing**

26.9 We will encourage staff and pupils to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

### **26.10 Face coverings**

26.11 We will ask pupils, staff and visitors to wear suitable face coverings in communal areas, in line with government guidance.

### **26.12 Pupils vulnerable to infection**

26.13 Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **26.14 Exclusion periods for infectious diseases**

26.15 The schools will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

26.16 In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **27.0 New and expectant mothers**

### **27.1 Pregnant Workers**

27.2 Whilst the Trust does not equate pregnancy with ill health, the Management of Health and Safety at Work Regulations specifically require employers to take account of the risks to new and expectant mothers when assessing risks in the workplace.

27.3 The Governing Body will do all it can to ensure that new and expectant mothers, (those who have given birth in the previous six months or are pregnant) are not exposed to significant risk.

27.4 Pregnant workers should therefore inform the Headteacher of their condition at the earliest opportunity.

27.5 A generic risk assessment has been completed and is available for pregnant workers' inspection on request from the Health and Safety Officers, although this may require a local risk assessment to take account of personal circumstances.

## **28.0 Occupational stress**

28.1 The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying causes and reducing workplace stress.

28.2 Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements. Referrals will be made as deemed necessary.

28.3 On-site arrangements to monitor consult and reduce stress situations include the use of risk assessments and identified times in staff meetings to discuss issues. Well-being and work-life balance also forms part of discussions in Headteachers', Teachers' and Support Staff Performance Management.

## **29.0 Accident reporting**

### **Accident record book**

29.1 An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.

29.2 As much detail as possible will be supplied when reporting an accident.

29.3 Information about injuries will also be kept in the pupil's educational record.

29.4 Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## **30.0 Reporting to the Health and Safety Executive**

30.1 The H&S Officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

30.2 He/She will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

30.3 Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - 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)
  - 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 leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

30.4 Information on how to make a RIDDOR report is available at <http://www.hse.gov.uk/riddor/report.htm>

### **20.5 Notifying parents**

30.6 The Welfare assistant (or equivalent) will inform parents of any accident or injury sustained by a pupil and of any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **30.7 Reporting child protection agencies**

29.8 The Safeguarding lead will notify appropriate child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **30.9 Reporting to Ofsted**

30.10 The Safeguarding lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **31.0 Training**

31.1 Trust staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **32.0 Monitoring**

31.1 This policy will be reviewed by the Trust facilities manager every two years. At every review, the policy will be approved by the Trust CEO/Directors.

### **33.0 Links with other policies**

- 33.1 This health and safety policy links to the following Trust policies:
- Premises
  - Fire Safety
  - First aid
  - Supporting pupils with medical conditions
  - Accessibility
  - Remote learning



## FIRE SAFETY AUDIT CHECKLIST

Name of organisation	<input type="text"/>			
Address of premises	<input type="text"/>			
Identification of area within the premises	<input type="text"/>			
Date of audit	<input type="text"/>			
Audit undertaken by (print name)	<input type="text"/>			
<b>Fire Safety Management</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has the fire risk assessment been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire risk assessment record available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the identified means to reduce or remove the significant hazards been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the means to control the risk and protection of people in the event of fire been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have staff been suitably trained for these measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there suitable monitoring of fire safety measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can it be demonstrated that monitoring is regularly carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the risk assessment properly reviewed, particularly if the premises or its use significantly changed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Prevention — General</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there an effective system for ensuring that the quantities and storage of all types of flammable materials are reasonable and properly controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all areas clean and tidy with no inappropriate storage and all combustible waste properly placed in designated containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all waste regularly collected and placed in a safe place ready for collection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are smoking areas properly marked and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees in high risk areas properly informed of the particular risks and the means to control these risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Prior to leaving the premises, are all areas inspected for potential fire and unnecessary equipment turned off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there suitable means to control the risk of arson?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all staff received basic fire prevention instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff understand the need to report any potential fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff understand the role of self-closing and other fire-resisting doors — the need to keep them closed and free of obstruction to ensure that they will control the spread of fire and smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If any permit-to-work systems are in place, are they operated correctly at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### Fire Prevention — Electrical Safety

	Yes	No	N/A	Comments
Is the entire electrical installation in order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has all remedial work been carried out or the items withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are records regarding regular testing of installation, equipment and portable appliances up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the use of flexible electrical cable and extension leads kept to a minimum and only short lengths used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the electrical circuits free of any evidence of overloading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is electrical equipment (eg light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### Fire Prevention — Heating and Cooking Appliances

	Yes	No	N/A	Comments
Are all heating appliances securely fixed in position, suitably guarded and with an adequate clear space free of storage of any kind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the entire heating installation in good order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are all cooking appliances securely fixed in position, properly maintained and used only for their originally intended purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are arrangements for liquid or gaseous fuel supplies for heating and cooking equipment easily accessible with well marked shut-off valves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appropriately qualified and registered contractors used to carry out all installation and maintenance of liquid or gaseous fuel supply equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware that only trained personnel authorised by management can make repairs or alterations to liquid or gaseous fuel-fired equipment and fuel supply systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Fire Prevention — Buildings, Plant and Machinery**

	Yes	No	N/A	Comments
Are all fire or smoke barriers in good condition with any openings for pipes ducts, etc properly protected by provision of fire-resisting materials or fire dampers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire dampers tested regularly for correct operation and results recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there proper systems and procedures in place to control work on new buildings and/or alterations, repairs and decoration of premises, such that no fire hazards are introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are regular checks undertaken and recorded of the condition of all fire safety measures within the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Fire Prevention — Means of Escape**

	Yes	No	N/A	Comments
Are fire exits of a sufficient number and of sufficient width to enable the people present in any and all areas to evacuate safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all final exits lead to a place of total safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire exits readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all final exits and intermediate doors easily operable from the inside without the use of a key?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all corridors, gangways and stairways forming part of escape routes free from obstruction and not used for storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are floor and stairway surfaces in good condition and free from tripping and slipping hazards, particularly including any external stairs and paths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire-resisting and smoke-stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do all doors on escape routes open in the direction of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all escape routes clearly and properly signed throughout their lengths, with internal doors not forming part of a route clearly labelled as such?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all escape routes provided with adequate lighting at all times of the day and night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is adequate emergency lighting provided and is it fully serviceable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate provisions been made for the safety of persons with special needs, such as the young, old or disabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Fire Prevention — Actions in the Event of Fire**

	Yes	No	N/A	Comments
Are there clearly defined written fire action and emergency evacuation procedures, including provision for ensuring that everyone is out of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable "Fire Action" notices prominently displayed around the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate staff been appointed to take control in the event of a fire (Fire Marshal) and to summon the fire brigade for all fires, no matter how small?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient fire wardens available to provide for all working hours (including lunch and tea breaks), taking into account holidays and sick leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate arrangements been made for dealing with those who are not normally on the premises such as members of the public, visitors and contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there alternative evacuation areas available in the event that the nominated ones are not available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency evacuation routes and procedures checked by carrying out drills at least once per year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Fire Prevention — Fire Detection and Alarm Systems**

	Yes	No	N/A	Comments
Can a fire alarm be raised without placing anyone in danger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is the fire alarm system in full working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient fire alarm call points located near to every exit from each floor and from each building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all alarm call points unobstructed and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the audible signals from the fire alarm operated weekly and clearly audible throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Prevention — Portable Fire-fighting Equipment</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use — not obstructed or hidden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the locations of all portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Prevention — Notices and Fire Safety Signs</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are sufficient appropriate fire safety notices and signs used throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire safety signs throughout the premises present, undamaged and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all "panic bar" fire exit doors have suitably positioned "Push Bar to Open" signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Prevention — Fire Service Facilities and Liaison</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants in the vicinity clearly indicated and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire brigade familiar with the premises and any particular special hazards relating to the premises or the activities within it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Prevention — Testing, Maintenance and Records</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are the fire detection and alarm system tests carried out and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the emergency escape lighting systems properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are the portable fire extinguishers and fire hoses properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the automatic sprinkler system properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any other fixed fire suppression systems properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any smoke or heat control systems properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all automatically closing doors or shutters and similar properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any emergency generators properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any evacuation or fire-fighting lifts properly tested, maintained and these recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are their suitable records of the regular fire safety maintenance tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there suitable records of fire evacuation drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Audit Results</b>				
<p>If all answers to the questions above are "yes" or "n/a", your fire safety procedures are currently <i>adequate</i>. No further action is required at this time. Simply sign and date the form in the spaces provided below.</p> <p>If one or more answers to the questions above are "no", your fire safety procedures are currently <i>inadequate</i>. Sign and date the form in the spaces provided below, and record deficiencies and remedial actions in the "Action required following fire safety audit" form.</p>				
Audit undertaken by (print name)	<input type="text"/>			
Audit undertaken by (print name)	<input type="text"/>			

## ACCIDENT REPORT

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
<b>Follow-up action required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

### Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.



<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

School Trip Contract

SV1 Proposed Activity Form

- To be submitted to the Finance Office BEFORE offering the activity to students.
- If approved form SV2 Risk Assessment will be issued for completion.

Details of Activity	
Date/Time/Duration of Activity	
Activity Leader	
Year Group	
Supervision – Teachers Supervision – Others	
Number of Pupils	
Activity Content	
Travel Arrangements	
Provision for Disabled Students	
Child Protection Supervision	
Educational Objectives and Success Criteria	
Provision for Non-Participants Remaining in School	
Estimated Cost	

Submitted by .....

Date

Approved by .....

Date

(Head of Centre)

School Activities Co-Ordinator .....

Date

**Please take a copy for your records and hand in the completed form to the Finance Office.**

**SV2 Risk Assessment**

Details of Activity..... Date .....

PV1 Approved ..... Date .....

For each separate part of the activity please identify the potential hazard and your assessment of the level of risk on a scale of L (low), M (medium) or H (high). Please indicate the actions that you propose to take to minimise the risk both to staff and students. Please note that more complex trips (e.g. residential, hazardous sports) may require a separate and more detailed risk assessment – please liaise with the Health and Safety Officer.

Hazard	Scale	Proposed action

Pre-Visit Assessment: *(if applicable)*: .....

Tour Operator Name & Address *(if applicable)*:

.....  
 .....

Type of Accommodation *(if applicable)*: .....

Hazardous Pursuit Details & Location *(if applicable)*

.....  
 .....

Hazardous Pursuit Organiser & Qualifications:.....

Completed by: ..... Date:.....

School Activity Co-ordinator: ..... Date: .....

**Please take a copy for your records and hand in the completed form to the Finance Office.**

**When approved you will receive form SV3 Participation Details which must be completed and submitted to the Finance Office NO LESS THAN ONE WEEK BEFORE the start of the activity.**

**SV3 Participation Details**

Details of Activity..... Date .....

SV2 Approved ..... Date .....

Leaving School at ..... Returning to School at .....

Postal Address of Destination .....  
.....

Named Staff/Adult Supervisors .....

Number of Students	Yr .....	Male .....	Female .....
	Yr .....	Male .....	Female .....
	Yr .....	Male .....	Female .....

Inform Canteen if Students are absent over break or lunch Yes/No/Not applicable

Order lunches if required for free meal students Yes/No/Not applicable

Check completed medical forms for all participants Confirm .....

Check special medical cases Confirm .....

Take First Aid Box Confirm .....

Establish contact pyramid Confirm .....

School emergency contact ..... Tel.....

**I confirm that I have read the appropriate guidance relating to out of school activities contained in The Arnewood School Staff Handbook**

Activity Leader Signature ..... Date .....

Headteacher Signature ..... Date .....  
(On behalf of Governing Body)

**Please take a copy for your records and hand in the completed form to the Finance Office. You will then be given form SV4 List of Participants for completion.**

**SV4 List of Participants**

Date of Activity ..... Details of Activity .....

Destination ..... Time Out ..... Time Back .....

Activity Leader ..... Contact Number .....

Method of Transport .....

Coach Company ..... Tel .....

**Students**

	Surname	Forename	Tutor Group	Contact Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

**Adults**

	Surname	Forename	Next of Kin	Contact Number
1				
2				
3				
4				
5				

**IMPORTANT: This form must be an accurate record of all students and adults participating in the activity. It must be given to reception OR emergency contact on departure. Safe return must be confirmed at Reception or with emergency contact.**

**SV5 Activity Evaluation Report**

Details of Activity .....

Date/Duration of Activity .....

Activity Leader .....

Educational Purpose .....

**Report**

Travel Arrangements	
Educational Outcome	
Instruction (if applicable)	
Equipment (if applicable)	
Suitability of Environment	
Food	
Evening Activities	
Tour Operator	
Accidents or Injuries	
Disciplinary Matters	

Activity Leader Signature ..... Date .....

**Please complete this form and return to the Finance Office within one week of receipt. Please keep a copy for your records**