HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AT WORK ETC. ACT 1974

This policy applies to the whole School, including EYFS and is published to parents. Staff should also refer to the Staff Occupational Health Policy.

CONTENTS

HEALTH AND SAFETY POLICY STATEMENT 2

MANAGEMENT ACCOUNTABILITY

Headmaster 3
Chairman of the Health and Safety Committee 3
Health and Safety Adviser 5
Heads of Department 6
Members of Staff 7
Pupils and Parents 8
Hirers, Contractors and Other Visitors 8
Health and Safety Committee 11

RISK ASSESSMENT AND MANAGEMENT

Principles for a Risk Assessment Policy 12
Responsibilities 12

DEALING WITH AND AVOIDING EMERGENCIES

Fire Safety 13
First Aid 14
Accidents 14
Infectious Diseases 18
Environment and Security 19
Hazards 19
Maintenance, Testing and Electrical Safety 19
Substances 19
Inspections 20
Educational Visits 20

POLICY CREATION AND UPDATE 20

APPENDICES 21

A Accident or Incident Report
B Location of First Aid Boxes and Names of First Aid Trained Staff
C Health and Safety Inspection Checklist
D Sample Risk Assessment Form
YARM SCHOOL BOARD OF GOVERNORS

HEALTH AND SAFETY POLICY STATEMENT

HEALTH AND SAFETY AT WORK ETC. ACT 1974

1.1 The Yarm School Board of Governors will, as employers, ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and pupils, as well as all persons contracted to carry out work on School property, authorised visitors and other users of the premises, so far as they may be affected by the School's activities. Within the general policy as stated above, the Board of Governors recognises that it has the following specific duties and will

a provide and maintain plant and systems of works which are, as far as is reasonable, practicable, safe and without risks to health;

b ensure that, as far as is reasonably practicable, there are no risks to health in connection with the use, handling, storage and transport of articles or natural or artificial substances (whether solid or liquid or in the form of a gas or vapour);

c provide any information, instruction, training and supervision which is necessary to ensure, as far as is reasonably practicable, the health and safety at work of their employees;

d as far as is reasonably practicable, to maintain any place of work which is under the School’s control in a condition which is safe and without risks to health. The School must also provide and maintain safe means of access to and exit from the premises;

e provide and maintain a working environment which is, as far as is reasonably practicable, safe and which has adequate facilities and arrangements for employees’ welfare at work.

1.2 In the discharge of its duty, the Board of Governors, in consultation with the Headmaster, will:

a make itself familiar with the Health and Safety at Work, etc Act (1974) and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the Management of Health and Safety at Work Regulations (SI 1992 No. 2051) and non-statutory guidance offered by DfE such as the Health and Safety Advice on legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies (2013).

b ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;

c periodically assess the effectiveness of this policy and make any necessary changes;

d identify and evaluate all risks relating to:
   i accidents
   ii health
   iii School-sponsored activities (including trips/excursions & work experience)

e as part of a Risk Assessment and Management Policy, identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;

f create, and monitor the management structure.
1.3 On behalf of the Board of Governors, the Headmaster is responsible for the implementation of the Health and Safety policy throughout the School and is required to ensure that management at all levels display a positive attitude towards health and safety.

1.4 The Headmaster is responsible for the appointment of a Health and Safety Adviser (HSA) within the School to act in an advisory capacity and will ensure the provision of appropriate facilities and training to carry out his or her duties. The Headmaster is also responsible for the appointment of a Yarm School Health and Safety Committee which will include the HSA and other representatives from both the Preparatory and Senior Schools.

1.5 The Chairman of the Yarm School Health and Safety Committee is the Estates Manager, who represents the Headmaster on Health and Safety matters and acts as the Health and Safety Adviser (HSA). The nominated lead Governor for Health & Safety matters, and who sits on the School’s H&S Committee, is Mr Ian Lovat. All matters relating to this Health and Safety Policy should be directed to the Estates Manager.

1.6 A copy of this statement will be issued to all employees and current volunteers. Copies of the complete Health and Safety Manual are available on request from the Health and Safety Adviser. It will be reviewed, added to or modified annually and may be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers.

1.7 In this connection, the Board of Governors would wish to remind all employees of their own duties under Section 7 of the Health and Safety at Work, etc. Act 1974, which requires them to take care of their own safety and that of other workers, and to cooperate with the Board of Governors so as to enable them to carry out their own responsibilities successfully.

Signed

Chairman of the Board of Governors

Date : July 2017

Signed

Headmaster

Date : July 2017

TO NOTE : The Health and Safety Advisor (“HSA”), the Chairman of the Health and Safety Committee (“CHSC”) and the Estates Manager (“EM”) are the same person. Where reference is made in this policy to the HSA Reporting to / advising / communicating with the CHSC / EM, this is unnecessary. The details remain in this policy to cover the event when the various roles referred to are undertaken by different people.
MANAGEMENT ACCOUNTABILITY

This policy has regard to the DfE Guidance *Health and Safety Advice on legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies (2013)* and the ISI Regulatory Requirements Handbook (2017)

The following designated individuals and groups have particular responsibilities and duties.

2 **Headmaster**

The Headmaster has overall responsibility for Health and Safety within the School which, for practical purposes, is delegated to the Chairman of the Health and Safety Committee. These responsibilities include:

a ensuring the health, safety and welfare of all employees, pupils and others legitimately entering the School grounds, in accordance with the Health and Safety Policy and including all relevant statutory provisions;

b arranging for resources to be allocated to meet the requirements of the Health and Safety Policy;

c establishing the organisation structure to ensure the effective implementation of the Health and Safety Policy.

3 **Chairman of the Health and Safety Committee (CHSC)**

The Estates Manager acts as the CHSC and the Health & Safety Adviser (HSA).

In this capacity he / she is responsible for:

a establishing standards and formulating safety procedures and guidelines to meet current legislation in consultation with members of the HSC;

b establishing and regularly reviewing and updating the Health and Safety Policy in order to ensure provision and maintenance of conditions which are safe and without risk to the health of all employees, pupils and other persons legitimately entering School grounds;

c ensuring that facilities are made available and arrangements are in place for the provision of adequate information, instruction and training of employees;

d ensuring that the investigation of all accidents reported on the appropriate form is carried out and any recommendations in the accident report are implemented and subsequently reviewed. All such accident reports will be submitted to the CHSC and a copy provided for appropriate staff;

e ensuring that all major injuries, dangerous occurrences etc are reported online to the Health and Safety Executive as the HSA;

f providing regular reports as the HSA that Health and Safety Inspections have been carried out, along with details of shortcomings;

g keeping the Headmaster informed of changes to Health and Safety legislation which have
a direct impact on the School.

4 Health and Safety Adviser (HSA)

The Health and Safety Adviser is responsible for:

a ensuring that the Health and Safety Policy is fully implemented;

b ensuring that all equipment, materials or substances purchased through budget and requisition procedures is as safe as is reasonably practicable and conforms with all relevant statutory provisions;

c ensuring that all employees within the School are fully aware of and comply with any Health and Safety provisions placed upon them;

d ensuring that any information or changes in Health and Safety legislation is relayed to the Senior Management Team, Health and Safety Committee members, any relevant Head of Department and any other member of staff concerned;

e investigating potential hazards, dangerous occurrences and causes of accidents in the workplace;

f conducting and holding inspections and spot checks;

g liaison with Heads of Department to ensure that there are inspections of the workplace carried out at the start of each term;

h reporting to the Health and Safety Committee all relevant matters raised by any member of staff;

i investigating complaints by any employee relating to that employee’s health, safety and welfare at work;

j representing employees in consultation with Inspectors of the Health and Safety Executive (HSE) or other enforcing authorities;

k collection of accident and incident information and, when necessary, carrying out accident and incident investigation;

l submission of all Accident Report Forms to the Chairman of the Health and Safety Committee and Deputy Headmaster and notification of the Health and Safety Executive of all major injuries, diseases and dangerous occurrences;

m liaison with the Health and Safety Executive after an initial report of a major injury, disease or dangerous occurrence;

n receiving information from HSE Inspectors in accordance with Section 28 (2) of the 1974 Act;
liaison with the School Manager with regard to the oversight of risk management and assessment records.

5 Heads of Department

The term ‘Heads of Departments’ applies to academic departments in the Senior School, and staff with nominated responsibility for the Preparatory School (which incorporates the Pre-Prep School and Nursery).

Heads of Department are directly responsible for ensuring that the Health and Safety Policy is fully implemented within their department.

Each Head of Department and other employees who have a particular responsibility for implementing particular aspects of the Health and Safety Policy is required to:

a ensure that the School Health and Safety Policy is applied within their particular areas of responsibility and that agreed Health and Safety standards are maintained;

b compile and develop an appropriate Departmental Health and Safety Policy and update it annually;

c ensure that all staff and pupils within their respective areas are made aware of the Health and Safety Policy and any relevant arrangements and safety procedures contained therein;

d ensure that all staff for whom they are responsible are given information, instruction and training and that all such staff are adequately supervised with respect to health and safety in their relevant tasks;

e carry out risk assessments in accordance with the School’s overarching Risk Assessment and Management Policy and conduct safety inspections of their respective areas and provide reports as necessary to the CHSC which identify potential hazards in order to ensure compliance with legislation;

f ensure that any hazardous materials within their areas have an adequate COSHH assessment and appropriate data hazard sheets;

g ensure that all accidents are entered in the accident book and inform the HSA of any reportable incident;

h with assistance from the HSA, investigate all accidents within their areas and submit accident reports as appropriate to the CHSC;

j immediately report any building or structural defects to the Estates Manager;

k ensure that all signs used meet the statutory requirements;

l ensure that the fire precautions listed in section 10.1 are observed within their Department at all times;

m nominate a Deputy to cover their responsibilities in their absence.
6 Members of Staff

All members of staff must make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and other health and safety legislation and codes of practice which are relevant to the work in their department. They should:

i. take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;

ii. as regards any duty or requirement imposed on the School or any other persons by or under any of the relevant statutory provisions, cooperate so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid actions which would put them or anyone else at risk. In particular, all members of staff will:

a. be familiar with the School and Departmental Health and Safety Policy and all safety regulations as laid down by the Board of Governors;

b. ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;

c. ensure that all plant, machinery and equipment is adequately guarded;

d. ensure that all plant, machinery and equipment is in good and safe working order;

e. not make unauthorised or improper use of plant, machinery and equipment;

f. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;

g. ensure that toxic, hazardous and highly flammable substance are correctly used, stored and labelled;

h. report any defects in the premises, plant, equipment and facilities which they observe;

j. ensure that pupils behave in a safe manner and exercise appropriate supervision during lessons;

k. ensure that pupils behave in a safe manner and exercise appropriate supervision of pupils when off the school site for school trips and expeditions;

l. be familiar with school and departmental risk assessments that relate to their areas of responsibility and if organising a school excursion or residential trip, carry out risk assessments and comply with other requirements of the School’s policies and procedures for sporting events, outings and residential trips;

m. be familiar with all of the controls on a school minibus before driving the vehicle and drive the vehicle in a safe manner and in accordance with legal requirements and the School’s procedures, including restrictions on speed, loading and towing;
n. take an active interest in promoting health and safety and suggest ways of reducing risks.

o. Most staff will at some time lift heavy or bulky items, and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, a risk assessment must be carried out. See HSE leaflet on Manual Handling Operations available on the HSE website (http://www.hse.gov.uk/msd/manualhandling.htm)

7 Pupils and Parents

7.1 Pupils are expected to:

a. observe all safety rules of the School as stated in the Senior and Preparatory Schools’ Pupil Handbooks or otherwise conveyed;

b. exercise personal responsibility for the safety of themselves and others;

c. observe the instructions given by teaching staff in an emergency;

d. use, and not wilfully misuse or interfere with, equipment provided for their safety;

e. observe standards of dress consistent with safety and hygiene;

f. avoid the following areas and activities, which are out of bounds to all pupils unless accompanied by a member of staff:

i. all areas associated with any redevelopment

ii. laboratories and workshops

iii. river banks, slipways and the jetty

iv. woodland areas of the grounds or climbing trees.

7.2 Parents are expected:

a. to support the contents of the School’s Health and Safety Policy as communicated to them by the School;

b. to make the School aware of any medical problems affecting their child which might affect the health or safety of other pupils or members of staff;

c. not to send their child to school or on a school trip if he or she is known to be suffering from a contagious disease;

d. to drive onto the school grounds with the utmost caution and observe such restrictions as may be imposed by the School.

8 Hirers, Contractors and Other Visitors

The School has a statutory duty to ensure, so far as reasonably practicable, the Health and Safety of its employees and that its activities do not endanger others who may visit or work on its premises. The Headmaster, his representative or the principal person in charge of the activity will seek to ensure that hirers, contractors, and others who use the school premises conduct themselves and carry out their operations in such a manner that
all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer, and will comply with the requirements of this section.

When the premises are used for purposes not under the direction of the Headmaster then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

8.1 General Conditions for Hirers, Contractors and Other Visitors

It will be a condition for all hirers, contractors and others using the school premises or facilities that they:

a become familiar with and comply with this policy;

b comply with all safety signs and follow all safety rules, practices and procedures, including the fire evacuation procedure, as outlined by their host, the Estates Manager or other members of school staff;

c comply with the relevant signing in and signing out procedures set out in sections 8.2 and 8.3 below;

d comply with the road safety rules of the Highway Code whilst on the school site and observe the maximum speed limit of 10 miles per hour;

e report any injuries, accidents or near misses to the Estates Foreman or host and submit a completed Accident Report Form for the attention of the Health and Safety Adviser within 24 hours.

f conduct themselves in a professional manner;

g produce risk assessments associated with work being undertaken.

Furthermore all hirers, contractors and others using the school premises or facilities must not do the following, which are prohibited:

i introduce equipment for use on the school premises, without the prior approval of the Estates Manager for each item of equipment;

ii introduce hot or hazardous materials or substances onto school premises, without the prior approval of the Estates Manager for each material or substance;

iii carry out work on site over 2 metres above ground level, without the prior permission of the Estates Manager, who will ensure that the hirer or contractor is qualified to carry out such work;

iv alter fixed installations, without the prior approval of the Estates Manager for each such installation;

v remove fire and safety notices or equipment;

vi use fire extinguishers unless adequately trained to do so;

vii enter the school site if unfit through alcohol or drugs;
smoke within the school grounds or buildings;
xix take any action that may create hazards for persons using the premises or the staff or pupils of the School. Section 8 of the Health and Safety at Work, etc Act 1974 states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

8.2 Selection and Management of Contractors

Contractors
In selecting and appointing contractors, the school will ensure that:

- only competent and appropriately qualified contractors are included in the school’s list of approved contractors;
- each contractor working in school has in place appropriate arrangements for the management of health and safety;
- contractors recognise the special responsibilities associated with working in a school, such as Safeguarding requirements;
- contractors comply with specific procedures, e.g. Hot Work permits; and
- for project work, it recognises and fulfils its responsibilities under the current Construction Design and Management Regulations.

The term “contractor” in the context of this section in the Health and Safety Policy has a wide definition. In basic terms, it defines any person or company who enters into an agreement (written or oral) with the School to carry out a service, including builders, window cleaners, organisers of activities etc.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmaster will take such actions as are necessary to prevent persons in his or her care from risk or injury.

In order to demonstrate that the School has taken reasonable steps to ensure the safety of persons on the premises, Section 8 of this Health and Safety Policy must be brought to the attention of any contractor at the tendering stage. It will be a condition of the contract that contractors comply with this policy and that they and any of their employees shall abide by its requirements at all times.

The following reporting procedures shall be followed by contractors’ employees:

a contractors’ employees must report to Reception on the first day of the contract;

b they must complete the Visitors’ Book stating:
   i their name;
   ii their company;
   iii their contract within the School;
   iv where they are to be working;
   v date and time of arrival and signature;

c they must be then issued with a “Visitor” identification badge;

d the Estates Manager (or representative) will conduct them to their place of work;
e the Estates Manager (or his representative) will ensure that they are aware of the fire procedure and other relevant school safety procedures;

f the contractor must notify the Estates Manager daily of any equipment or hot or hazardous materials or substances to be brought into the School on that day, having previously sought and received the Estates Manager’s permission as required in Section 8.1 above;

g on completion of the first day’s work, the contractor will inform the Estates Manager (or his representative) and sign out at Reception;

h on each subsequent day of the contract, they will sign in and out at Reception on arrival and departure.

Where identified by the School as being required, personal protective equipment, e.g. safety helmets, ear defenders, safety goggles, protective shoes etc must be worn by contractors at all times that they are at risk from the activity or in the area designated to require such protection, e.g. hard-hat areas.

The Estates Manager is responsible for the contractor whilst on the premises and should visit the contractor periodically to ensure continued compliance with the safety rules.

8.3 Visitors

It should be assumed that visitors are ignorant of the hazards which may be present in the School. To ensure the health and safety of visitors, the following reporting procedures must be followed:

a all visitors must report to Reception on arrival and read the health and safety briefing notice;

b they must complete the Visitors’ Book stating:

i their name;
ii their company (if appropriate);
iii which member of staff / department they are visiting;
iv date and time of arrival and signature;
v that they have read and understood the health and safety briefing notice.

c they must be issued with a “Visitor” identification badge;

d they must be informed of the Fire Evacuation Procedure, as set out in section 10.2 of this policy;

e they must then wait until collected by the appropriate member of staff (or their representative);

f they should be accompanied within the school grounds and building at all times and not allowed to wander freely;

g the member of staff is responsible at all times for the visitor whilst on site and must inform him / her of any dangers / hazards or procedures that may, at any time, become necessary;

h on completion of business, the visitor shall be escorted back to the Reception, return their badge and sign out, giving time of departure.
9 Health and Safety Committee

The Yarm School Health and Safety Committee is chaired by the Estates Manager, who is also the Health and Safety Adviser, and includes the H&FA Co-ordinator and members of Teaching Staff. The terms of reference of the Committee, which normally meets at least once per term, are to:

a. advise and make recommendations to the Board of Governors on all matters affecting health and safety in the School in fulfilment of the policy and legal responsibilities;

b. assist the Board of Governors and Headmaster in promoting a practical, positive and committed attitude to health and safety by all staff, pupils and visitors;

c. assist in the development of School Safety Policy and procedures and safe systems of work;

d. study statistics of accidents, notifiable diseases and trends, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;

e. examine audit reports;

f. consider reports and factual information provided by the inspectors of the enforcing authority appointed under the Health & Safety at Work etc. Act 1974;

g. consider any reports which safety representatives may wish to submit;

h. monitor the effectiveness of the safety content of training;

j. provide a link with the appropriate inspectorate of the enforcing authority.

The Health & Safety Committee is an advisory, not an executive, body. Minutes of the meetings are circulated to committee members and displayed on the notice boards in the Staff Rooms at the Senior and Preparatory Schools. Minutes are circulated to the Board of Governors.

RISK ASSESSMENT AND MANAGEMENT

10 Principles underpinning a Risk Assessment Policy

The Governors and Senior Management Team are fully committed to promoting the safety and welfare of all members of the school community so that effective education can take place. It is a priority to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law; but with best practice. Risks are inherent in every-day life so need to be identified and systems adopted for minimising them. Our pupils also need to be educated into how to cope safely with risk.

The Management of Health and Safety at Work Regulations 1999 (MHSWR 99) requires that formalised risk assessments are carried out to determine operations and / or situations which could impose a severe risks to those involved. The management accountability guidelines detailed already in this policy create an obligation on employees to consider the impacts of their own actions (and omissions) on the Health and Safety of
others.

A risk assessment is defined as “a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation”. The procedures used by Yarm School for risk assessment, as detailed in the separate Risk Assessment and Management Policy, form part of the school’s overall Health and Safety Management Processes. If properly followed it is designed to mitigate the overall risk posed to those undertaking, or associated, with school activities and operations. All staff are expected to be familiar with the key principles of the policy and to understand their responsibilities for risk assessment and management.

11 Responsibilities

All members of staff are given an induction into the school’s arrangements for health and safety and the approach taken to risk assessment (which is recorded). Specialist training is given to those whose work requires it. However, all staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the members of the Senior Management Team, the School Manager and Estates Manager in order to enable the Governors to comply with their health and safety duties. All members of staff are also responsible for reporting any risks or defects to the Health & Safety Adviser.

The assessment and management of risks requires a clear division of responsibility. Governors are aware of the overall control measures the Senior Management Team has in place. Delegated responsibility also falls to the following key staff to ensure risk assessments are completed and updated accordingly by the relevant and nominated Competent Persons:

The School Manager : School Risk Management Review
The Estates Manager : Development, Maintenance, Grounds, Caretaking and Security
Sodexo : Catering
EVC : Educational outings, excursions and residential trips
Director of Sport ; Physical Education, Games and other associated activities
Heads of Department : Relevant assessments for their key areas, e.g. in science or DT, including COSHH regulations.

DEALING WITH AND AVOIDING EMERGENCIES

12 Fire

12.1 Fire Precautions

It is the School’s policy to reduce the likelihood of a fire starting and spreading within the School’s buildings or grounds. To this end, all pupils and staff shall ensure that:

a accumulation of rubbish and combustible materials is kept to a minimum;

b there is no smoking within the School and grounds;

c flammable or combustible substances are only to be used under strict
supervision and are properly stored when not in use;

d all exit routes are kept free from obstruction at all times and at no time are exit routes used as storage areas;

e fire or smoke doors are never propped or wedged open;

f automatic door retractors are never disengaged;

g the fire extinguishers provided at various points throughout the School are only to be used by competent members of staff and used only on small fires e.g. waste paper bin fires.

In addition, staff have responsibilities regarding electrical and gas appliances. Staff must unplug all electrical appliances (except clocks, refrigerators and certain computers) at the socket at the end of each day and must turn out gas fires whenever leaving a room.

12.2 Fire Evacuation Procedure

It is also the School’s policy, in the event of a fire or other emergency, that all staff, pupils and visitors will be evacuated from the building as quickly as is possible.

The School’s fire alarm systems are actuated by break-glass call points and/or smoke detectors. Upon activation, the alarm system emits a continuous wailing note and/or continuous bell ringing, whereupon all staff, pupils and visitors will follow the evacuation procedure.

Any pupil, member of staff or visitor discovering a fire should immediately activate the fire alarm system by breaking the nearest break-glass call point. They should then leave the building and report to their respective assembly point. It is the responsibility of staff to ensure that their area of the building is cleared as they leave the building. All windows and doors, including fire doors, must be left closed in order to contain a fire.

On hearing the alarm, all pupils and staff are to evacuate the building in an orderly manner and assemble at the following signed assembly point:

- Senior School: on the Paddock opposite The Friarage
- Preparatory School: on the main playground/Netball Courts
- Pre-Prep & Nursery: at the rear of the Nursery & Pre-Prep

The Fire Officer (FO) at each of the assembly points is to ensure that key staff will then conduct a roll call. Timetables and lists will be taken from:

- Senior School: The School Office.
- Preparatory School: Head’s Secretary’s Office
- Pre-Prep & Nursery: Pre-Prep Reception

In an emergency and on the instruction of the FO, the School Office will dial 999.

The H&S Adviser maintain all records and associated documentation relating to fire safety, including alarm testing and fire-fighting equipment protocols.

In addition to the above staff should refer to the Fire Risk Prevention Policy and full details of the evacuation procedures given in the Staff Handbooks.
13 First Aid

The primary responsibility for First Aid rests with the Health and First Aid Co-ordinator (H&FA Co-ordinator). She is also a qualified Nurse and should be informed if First Aid is required or has been administered by another First Aider.

The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents. Supplies of First Aid material will be held in various locations throughout the School. They will be prominently marked, and all staff will be advised of their position. The location of First Aid boxes, containing the statutory items, are stated in Appendix C. The school also has two Defibrillator machines. One located in the Pre-Prep School and the other in the Senior School Medical Room. Maintenance of the First Aid Boxes is the responsibility of the H&FA Co-ordinator. The materials will be checked regularly, and any deficiencies made good without delay. Anyone using items from a First Aid Box should inform the H&FA Co-ordinator so that they may be replaced.

A record will be made of each occasion any member of staff, pupil or other person receives First Aid treatment either on school premises or in a school-related activity.

14 Accidents

The procedures below should be followed by the member of staff responsible for anyone who becomes ill or suffers injury as the result of an accident. Further details for staff are available in the Staff Handbook and the Health Care Policies.

The School H&FA Co-ordinator has oversight of these procedures:

a Assess the nature of the problem and take any immediate action which is considered necessary to remove the person from danger;

c Ensure that the ‘General Procedure for All Accidents’ (section 14.1 below) is followed, including that relating to reporting. Whether or not assistance will be available to the staff member will depend upon whether the accident takes place on or off the School premises.

Slips and trips are a common source of accidents – not just in school. The School seeks to ensure that floor surfaces, edge protection and handrails at each location are appropriate, clean and in good condition, to reduce the risk of slip hazards and are kept free from trip hazards. See Slips and Trips section of HSE website (http://www.hse.gov.uk/slips/)

Category of Injury or Illness

C 3 (Minor) Circumstances such that it does not appear unreasonable for the pupil to continue their school routine following elementary medical treatment or relief.

C 2 (Significant) Circumstances such that a pupil is clearly unwell or is in considerable pain due to an accident or injury or illness and/or where it would be prudent to seek professional medical attention before being allowed to resume normal activities. This category would be particularly appropriate where the possibility of a fracture or internal injury is suspected.
C 1  (Serious) Accidents, injuries or conditions which clearly require urgent attention.

**Action to be taken by member of Staff**

C 3  Send to School Office or treat from First Aid cabinet as soon as practicable.

C 2  Seek help from the H&FA Co-ordinator or a trained colleague so that First Aid can be given if necessary. Send to the School Office.
     Provide an escort and if necessary, transport.

C 1  Contact the School Office immediately to call for an ambulance or call at once for an ambulance (Dial 999).
     Seek advice from the School Office / H&FA Co-ordinator to ensure that the necessary information procedure is followed.

**Accidents on the School Premises**

The H&FA Co-ordinator is generally available between 8.30am and 5.00pm during the school week. She has bases at both the Preparatory School and the Senior School and she is typically ‘on call’. As a qualified nurse, she also runs medical clinics and general welfare drop in sessions across the three school sites.

In addition to the H&FA Co-ordinator a number of staff are First Aid qualified and available to assist other colleagues as necessary. There is a list in the staff room and the school office of staff who are currently qualified.

In the event of a serious injury or illness contact the School Office who will summon the H&FA Co-ordinator or if she is not on the premises, send a qualified First Aider to come and assess the injuries. A list of First Aid trained staff is held in the School Office and Staff Rooms.

In the unlikely event of neither the H&FA Co-ordinator or a First Aid trained staff member being available, the member of staff responsible for the ill or injured person must personally carry out the ‘General Procedures for All Accidents’ (section 14.1).

The school’s culture does not tolerate violence within School and there is a reasonable expectation that staff will not have to deal with personal attacks. Violence is also very rare during school activities off site, but Risk Assessments should cover dealing with any unwanted attention from other parties. For management of behaviour, see also Staff Handbook.

**Accidents off the School Premises**

This section applies to all off-site activities including excursions, expeditions, CCF exercises and all sporting activities at the Green Lane and Aislaby playing fields. In planning and participating in outings and trips, staff should follow the school procedures for sporting events and the Outings and Residential Trips Policies.

First Aid bags must be taken when pupils are involved in activities off site. These should
be checked before departure. A booking form is available in the SCR to organise the issue of a bag by the H&FA Co-ordinator, if required.

Where the accident occurs off-site, the member of staff responsible for the ill or injured person must personally carry out under ‘General Procedures for All Accidents’.

A referee in solo charge of a practice should stop the match/training and look after the injured player.

During expeditions, camps etc staff must ensure that they know the locations and telephone numbers of the nearest hospital/surgery, and produce a route card. All staff should be briefed on the actions to take in the event of an accident. Accident Report Forms (see Appendix A) should be submitted to the H&FA Co-ordinator.

14.1 General Procedures for All Accidents

If the injury is serious an ambulance should be called immediately and it is important that the parents are contacted. In the case of a serious injury, this contact is best made by the H&FA Co-ordinator or if not available, a senior member of staff, who will need to be informed of the injured pupil’s name, the hospital to which admitted and details of the accident and injuries. If the parents cannot be contacted then the pupil’s emergency number should be telephoned. If the parents (or their representative) can still not be contacted, a member of staff must accompany the pupil to hospital and remain there until a parent or other responsible adult arrives.

For a less serious injury, but one which requires hospital treatment or it is considered inadvisable that the pupil should travel home by public transport, the parents should be contacted and asked to come and collect their child. If the parents cannot be contacted then the emergency contact number should be phoned. If no responsible adult can be contacted then the pupil should be taken to hospital by a member of staff who will remain with him/her until such an adult arrives.

For a minor injury, but one about which the member of staff feels the parents should be informed, the pupil should go home by the usual method taking with him/her a standard school letter signed by the member of staff concerned. Alternatively, the member of staff should contact the parents by telephone that evening.

Only qualified members of staff should administer necessary First Aid and should not act outside their range of competence. See Section 13, First Aid. At all times members of staff are expected to use their own professional judgement and to err on the side of caution.

14.2 Reporting of Illness, Accidents and Dangerous Occurrences: Responsibilities of Staff

As soon as possible after the accident, the member of staff responsible for the ill or injured person must do the following:

a In all cases, complete the appropriate Accident & Illness Book, located as follows

   i Pupils: Senior School Office and Preparatory School First Aid Room;

   ii Staff: The School Office (Senior and Preparatory Schools).
b In case of all accidents, complete an Accident Report Form, available from the Staff Rooms. This is started by the member of staff who first sees the accident even if they then leave the pupil with the First Aid Trained staff or the H&FA Co-ordinator to confirm that all necessary action has been taken. Completed Accident Report Forms must be submitted to the H&FA Co-ordinator within 24 hours.

Where an accident happens at the weekend, it is acceptable for the form to be submitted to the H&FA Co-ordinator on Monday morning. The Health and Safety Adviser will carry out all other reporting formalities and investigations, as set out in the following section. The Health and Safety Adviser will submit a copy of each Accident Report Form to the Chairman of the Health and Safety Committee.

14.3 Reporting of Illness, Accidents and Dangerous Occurrences: Responsibilities of School Management

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (SI 1985 No. 2023) sets out a system for reporting to the Health & Safety Executive information about major injuries, diseases and certain workplace incidents. The 1985 Regulations were consolidated by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1005 No. 3163).

The regulations require employers to report the following incidents immediately:

1. The death of or major injury to an employee at work, or the death of an employee within a year as a result of a work incident. “Major Injury” is defined in the Regulations and includes a fracture (other than to fingers, thumbs or toes), amputation, loss of sight, chemical or hot metal burn to eye, penetrating injury to the eye, certain dislocations, or any other injury leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;

2. An accident connected with work where a member of the public is killed or taken to hospital;

3. An accident connected with work where an employee suffers an injury which results in their being absent from work, or unable to do their normal work, for more than three days. The three days do not include the day of the accident but do include non-work days.

In the event of the accident being notifiable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences, the following action must be taken:

The Health & Safety Adviser will report to the Health & Safety Executive online via the HSE website (preferred) or by post at the following address:

Health & Safety Executive
RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside, L20 7HS

The person who compiles the report online will receive a copy of the information submitted to the RIDDOR database. Copies of the report will be retained by the Health & Safety Adviser;

The Health & Safety Adviser will carry out an investigation of the circumstances of the accident and forward copies to the Chairman of the Health & Safety Committee as soon as possible after the accident;

The Chairman of the Health & Safety Committee is required to inform the Headmaster of any steps to be taken to avoid a recurrence of an incident;

The Chairman of the Health & Safety Committee will submit an annual report to the Health & Safety Committee and to the Headmaster and Board of Governors, covering all accidents, accident reports, investigations and recommendations.

15 Infectious Diseases

Any employee or pupil suffering from an infectious disease must stay away from School until given written clearance by a Doctor.

Information regarding an infectious disease suffered by any member of the School community must be passed on to the:

a H&FA Co-ordinator.
b Designated Senior Lead
c Headmaster

It is the responsibility of the Headmaster to take appropriate steps to warn all members of the School community of the potential outbreak of infectious disease. This may include liaison with the Health Protection Agency and other health professionals.

16 Environment & Security

All staff contribute to site safety and security and should report the presence of any unknown persons or those not wearing appropriate identification to the School Office. CCTV, alarm systems and coded key pads operate on the school sites. Further details of staff responsibilities are available in the Staff Handbooks. Duty Staff are responsible for monitoring pupil behaviour and should be aware of the areas that are out of bounds.

17 Hazards

Any employee who identifies a hazard must report it to the Health and Safety Adviser. Following the report of the hazard the member of staff responsible for that area along with the Health and Safety Adviser must take the following steps:

a Isolate people from the hazard whilst it exists;
b Isolate the hazard.

Measures are also in place to regulate and to monitor vehicle movements on site but, if observed, staff should report to the Estates Manager any vehicles that do not pay due regard to the set speed restrictions, traffic flow directions or pedestrian crossing points.
The Estates Manager should be informed as soon as practicable of any hazard. He will keep a record of such reports and the actions taken.

The school meets the requirements of the Control of Asbestos Regulations 2006. The school has conducted a full survey and produced an Asbestos Register. All identified asbestos in the school has now been removed or, in a small number of locations where it presents no risk unless disturbed, it is listed in the Register and labelled. Any member of staff who believes they have identified any hazardous material should report it to the Estates Manager immediately.

18 Maintenance, Testing and Electrical Safety

The Estates Manager has oversight for all programmes of maintenance and testing for plant and equipment. Defects in heating, lighting and ventilation observed by any employees should be reported to the Estates Manager, who is responsible for the remedial work.

Electrical equipment must be used in accordance with the Electricity at Work Regulations 1989. Portable electrical appliances must be tested annually. Fixed electrical appliances must be tested every five years.

Heads of Department and other managers must take the advice of the Estates Manager with regard to maintenance and use of electrical equipment within their areas.

Electrical appliances which do not belong to the School are not permitted to be used, unless permission is granted from the Estates Manager, who will arrange appropriate testing.

19 Substances

The use and storage of substances is subject to the Control of Substances Hazardous to Health Regulations 1989. The Health and Safety Adviser must ensure that the relevant information is available.

Heads of Department must ensure that the use and storage of materials in their Department complies with these regulations. Heads of Department are responsible for informing their staff and technicians of the relevant implications of the COSHH Regulations.

20 Inspections

A valuable asset to ensure a good health and safety environment is to have a good system of regular formal and informal inspections of the School backed up by regular Health and Safety audits of the whole system.

20.1 Informal Inspections

All staff whilst carrying out their working activities must, as stated in the Health and Safety at Work Act, “look after their own health and safety and welfare as well as the health and safety and welfare of others who may be affected by their acts of omission”. In complying with this, staff members are carrying out informal inspections of the School.

In carrying out these informal inspections as part of their duties, if they discover any
defect to the building, equipment or any other facilities, they should inform both the Health and Safety Adviser and the Estates Manager in writing. If the defect is considered to be of immediate concern then this reporting should be done by telephone and followed up in writing.

In addition, all Heads of Departments and other managers have the added responsibility of the staff in their care and are therefore expected, as part of their normal day’s activities, to check their appropriate areas to ensure that safe systems and procedures are being followed in accordance with the Health and Safety Policy.

20.2 Formal

Each Head of Department is expected to conduct a recorded termly inspection of his / her Department

The Health and Safety Adviser will carry out inspections of the whole workplace at random intervals, to ensure overall compliance with this policy and any relevant statutory provisions. The Heath and Safety Adviser will also conduct an annual review of the systems and procedures in place with regard to Health and Safety. A proforma of the inspection checklist can be found in Appendix C.

21 Educational Visits

Although educational visits are no longer treated separately from other aspects of health and safety, as the DfE seeks to reduce the administrative processes involved, staff should note that, because these reflect such a significant part of the Yarm School ethos, separate policies are in force and provide guidance to staff planning any such activity. The school policies regarding Outings and Residential Trips that relate to EYFS, the Preparatory School and the Senior School must be followed.

POLICY DATE : December 2001

UPDATED : October 2002  June 2008  Feb 2015
   November 2003  June 2009  July 2015
   June 2004  July 2010  July 2016
   February 2005  July 2011  July 2017
   June 2006  July 2012
   June 2007  July 2013

Date of next review : July 2018  by : CJE  & AH
APPENDIX A

YARM SCHOOL ACCIDENT REPORT FORM

ACCIDENT REPORT

Please complete pages 1 – 5 as appropriate and hand to the Health and First Aid Co-ordinator within 24 hours. The Health and Safety Adviser will complete page 6 and notify the Health and Safety Executive if necessary.

Injured or Affected Person

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename(s)</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Age:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Form &amp; House if pupil</td>
<td></td>
</tr>
</tbody>
</table>

Details of Accident or Incident

| Nature (state whether injury, near miss or other) |
| Location |
| Date:     | Time:                                      |
| Witnesses |

Details of Injury

<table>
<thead>
<tr>
<th>Nature (if none write “NONE”)</th>
<th>Part of body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment (tick boxes)</td>
<td></td>
</tr>
<tr>
<td>No treatment</td>
<td>First Aid</td>
</tr>
<tr>
<td>Sent home</td>
<td>Attended GP</td>
</tr>
<tr>
<td></td>
<td>Resumed work</td>
</tr>
<tr>
<td></td>
<td>Sent to Hospital</td>
</tr>
<tr>
<td></td>
<td>Detained for...hrs</td>
</tr>
</tbody>
</table>

Outcome (tick boxes)

| Not off work or school         | Off work or school more |
|                                | three days |
| Off work or school less than three days | Permanent total disability |
| Permanent partial disability |
| Temporary incapacity |

Description of events leading up to Accident or Incident
ACCIDENT REPORT (cont.)

Description of immediate actions

Description of possible causes

Review of options to prevent reoccurrence

Recommendations

Report completed by

Name                                                Signature                                                  Date
Details of First Aid / treatment given and comments of First Aider / H&FA Co-ordinator

Medical Report completed by

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>


## ADDITIONAL DETAILS FOR VISITING PUPILS AND THIRD PARTIES

### Details of Visiting Pupil or Third Party

<table>
<thead>
<tr>
<th>Name:</th>
<th>Age:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Chaperone Details

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### School Name and Address

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
ADDITIONAL DETAILS FOR VISITING PUPILS AND THIRD PARTIES – CONT’D

Details of Hospital to which injured party has been admitted

Name:
Address:
Contact No:

Contact with Parents / Guardian

Yes ☐ No ☐ Time ______________

Comments:

Transport arrangements for collecting pupil:

__________________________________________

Personal belongings collected by:

__________________________________________
NOTIFICATION OF
HEALTH & SAFETY EXECUTIVE

This page is to be completed by the Health and Safety Adviser.

a  Does the accident require to be reported to the HSE?  
   Yes ☐  No ☐

   If ‘Yes’ telephone 0191 202 6200  
   Date...........  Time............

   Name of the HSE Inspector ..................................................

   All incidents can be reported online from the Health and Safety Executive website, which is the preferred method for reporting. A telephone service remains for reporting fatal and major injuries only. In such cases, call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

   Where necessary, a paper report may be completed and posted to:

   RIDDOR Reports  
   Health and Safety Executive  
   Redgrave Court  
   Merton Road  
   Bootle  
   Merseyside, L20 7HS  
   Date............  Time.............

b  Does the incident warrant an accident investigation?  
   Yes ☐  No ☐

If an accident investigation is to be carried out, the member of staff that completed the front copy of the Accident Report Form is to be informed and requested to attend.

This form and a copy of the report to HSE are to be filed for future reference.

Copy of the Accident Report Form and the HSE report sent to the Chairman of the Health and Safety Committee on ...........................(date)

Signed ..................................................  
   Date .....................
   Health and Safety Adviser  
   Time .....................
APPENDIX B

YARM SCHOOL

LOCATION OF FIRST AID BOXES

Preparatory School & Pre-Prep

Staff Room
Preparatory School Reception
Pre-Prep School Reception
Nursery Office
First Aid Room
Minibuses

Defibrillator: Pre-Prep School Reception

Senior School

Atrium Bistro
Auditorium
Boathouse
Dining Hall & Kitchens (Sodexo)
Estates Department
Estates Rest Room
Medical Room – School Office
Minibuses
Music School – Lecture Theatre
Sports Hall
Tate Building (each laboratory & DT Department)

Defibrillator: Medical Room – School Office

A list of school staff holding valid First Aid qualifications is posted in each of the school offices and Common Rooms. This is updated regularly throughout the year.
# YARM SCHOOL

## HEALTH & SAFETY INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>INSPECTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREAS INSPECTED</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hygiene & Welfare

1. **1. Hygiene & Welfare**

   (a) Is good housekeeping being observed? □ □

   (b) Is ventilation in rooms adequate, especially in Work areas? □ □

   (c) Are floor coverings in good condition? □ □

   (d) Are floors, stairs and corridors free from obstruction? □ □

   (e) Is there adequate lighting? □ □

### A Safe Place to Work

2. **2. A Safe Place to Work**

   (a) Is there adequate space for easy movement? □ □

   (b) Are walkways and access lanes in workshop areas clearly defined and kept clear? □ □

   (c) Are there any trip hazards? □ □

   (d) Are storage areas in a neat and tidy condition? □ □

   (e) Is access and egress clear and safe? □ □

   (f) Is furniture placed so that sharp corners do not present a hazard? □ □

   (g) Are they clear of stored materials and kept neat and tidy? □ □

   (h) Are all portable appliances identified and a register kept? □ □

   (i) Have all portable appliances been checked and date marked for electrical safety within the last year? □ □

   (j) Are all areas adequately lit for their purpose? □ □

   (k) Are there any flickering lights? □ □

   (l) Is shelving and other facilities appropriate for the materials being stored? □ □
3. **Machinery**

(a) Are all the necessary safety posters fixed to walls? □ □
(b) Has training been provided for all operators? □ □
(c) Do all machines have the appropriate guards and are these in a satisfactory condition? □ □
(d) Are all controls marked so that they cannot be operated by mistake? □ □
(e) Are all emergency stops red in colour and easily reached? □ □
(f) Are all machines cleaned regularly and waste materials removed? □ □
(g) Are appropriate safety procedures being observed by staff? □ □
(h) Has all protective equipment been inspected and records kept? □ □
(i) Have all defective machines or equipment been isolated, made safe and reported for repair? □ □

4. **Procedures**

(a) Are First Aid boxes in position at appropriate points? □ □
(b) Have the contents of First Aid boxes been recently checked to ensure they are complete? □ □
(c) Has a full fire drill been carried out with all staff and students this year? □ □
(d) Are appropriate safety procedures being observed by staff and students? □ □
(e) Are all fire exit doors clearly marked and free from obstruction? □ □
(f) Are fire fighting appliances in their correct place and checked for tampering? □ □
(g) Are all fire doors normally kept closed and properly maintained? □ □
(h) Have requisitions been submitted for any repair or renewals which effect Health & Safety? □ □
(i) What action has been taken to pursue any outstanding requisitions?

5. **Other Observations**

(a) Any other observations relating to Health and Safety? □ □

If ‘Yes’ please note:
**Action Required:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Mr A H Hodgson  
Health & Safety Advisor  
Date :

Copies to:  
Headmaster  
Health and Safety Adviser  
Head of Department which has been inspected
Yarm School Risk Assessment

<table>
<thead>
<tr>
<th>Ser</th>
<th>Hazard/ Activity</th>
<th>Who is affected</th>
<th>Risk Level (High, Medium, Low)</th>
<th>Controls in Place</th>
<th>Residual Risk Level (High, Medium, Low)</th>
<th>Additional Controls</th>
<th>Residual Risk Level (High, Medium, Low)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For EFYS Trips: Is ratio of staff: pupils appropriate? Yes/No ................................. Head.

**Signatures:**
- Trip Leader: .................................................. Date:.......................... Comment..........................................................
- Educational Visits Co-ordinator EVC: .................................................. Date:.......................... Comment..........................................................
- Deputy Headmaster / Head of Prep: .................................................. Date:.......................... Comment..........................................................

Date Risk Assessment to be reviewed:................................. by: ..........................