

Croydon Council

Council Health and Safety Policy

PART I

Statement of Intent

Croydon Council recognises and accepts the responsibility as an employer for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees and all other persons who may be affected by any of its activities. Croydon Council will deliver services in accordance with best practice in health and safety, building on the requirements of the Health and Safety at Work etc Act 1974 and associated legislation. Promoting employees' health, safety and welfare is viewed as key elements in managing the work of the Council along side financial, operational and human resource issues, and so is committed to providing adequate resources (both human and financial) to ensure the successful implementation of its health and safety strategy.

The ultimate goal of the Council is to improve its health and safety performance so that accidents and ill-health are reduced to the minimum practically achievable and work forms part of a satisfying life to the benefit of both the individual and the organisation.

To achieve this the Council has a number of corporate aims for health and safety management. These are:

- to develop and maintain a culture supportive of health and safety in order to achieve adequate control over risks and minimise injury to employees and financial losses which arise from avoidable unplanned events;
- that an effective management structure and arrangements are in place to implement and maintain health and safety requirements;
- that managers will promote health and safety by implementing best practice;
- that arrangements are in place to ensure a systematic approach to the assessment and control of risks;
- to ensure appropriate and effective services are available to assist in the promotion of employee's well-being;
- to ensure that all employees are competent in the work that they are doing, aware of their personal responsibilities, the standards to be achieved and working methods to be followed and are appropriately supervised to identify shortfalls from these standards;
- to ensure all contractors undertaking work for the Council are competent in terms of health and safety, and that their performance is monitored and remedial action taken where required; and

- to monitor performance and regularly review safety management systems and working practices.

Responsibilities and performance standards for each corporate aim are set out in Part II and Part III of this document.

The Council will co-operate and co-ordinate with partner organisations to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Council will establish and maintain appropriate safety groups at corporate and departmental level. Safety representatives shall be provided with the facilities necessary to fulfil their role.

Each department shall produce local health and safety policies to supplement this policy and to detail individual responsibilities and arrangements for implementing this policy.

Health and safety performance will be regularly monitored and this policy will be reviewed on a regular basis.

Signed:

Jo Negrini
Chief Executive

Dated: 20th October 2000
Reviewed: 7th October 2003
Reviewed 19th April 2007
Reviewed 16th April 2008
Reviewed 16th September 2009
Reviewed 16th November 2011
Reviewed June 2013
Reviewed Nov 2015
Reviewed January 2017
Reviewed January 2019

PART II

Roles & Responsibilities

The Chief Executive

The Chief Executive has responsibility for

- the effective implementation of this policy across the whole of the Council.
- ensuring adequate funds and resources are made available to meet the requirements of this policy

Council Leadership Team (CLT)

The responsibilities of the Council Leadership Team are to:

- formally and publically accept their collective role in providing health and safety leadership in the Council.
- accept their individual role for providing health and safety leadership within the Council.
- ensure the implementation of this policy within each department.
- ensure all levels of management, employees and others understand the requirements placed on them by this policy.
- ensure all levels of management and employees receive adequate and appropriate training and instruction in respect of their functions and tasks.
- Ensure where relevant Council health and safety standards are understood, implemented and monitored
- Ensure disciplinary procedures are implemented where employees fail to discharge their responsibilities in the context of health and safety

Director Responsible for Health & Safety

The responsibilities of the Director responsible for health and safety are to:

- report to the Extended Leadership Team (ELT) on a regular basis, providing information in respect of the relevance of the policy and its implementation
- ensure the ELT is informed of relevant health and safety management issues

Corporate Health & Safety Group/Chair

The following shall be the functions of the Group:

- To study statistics and trends of accidents, dangerous occurrences and notifiable diseases and make recommendations for corrective action on unsafe and unhealthy conditions and practices.
- To examine safety audit reports and monitor actions being taken.
- To consider reports from the Health and Safety Executive, the Council's Health and Safety Consultancy and other appropriate persons.
- To consider the corporate implications of changes in legislation.
- To agree the CLT/Governance Board health and safety reports
- To monitor the effectiveness of health and safety training, communications and publicity.
- To monitor the effectiveness of departmental health and safety groups.

- To support corporate health and safety initiatives e.g. coordinating risk assessment information / promoting mandatory training
- To escalate any issues of concern regarding health and safety to Governance Board/CLT

Departmental Health & Safety Groups/Chairs

The following shall be the functions of the Departmental Groups:

- To study statistics and trends of accidents, dangerous occurrences and notifiable diseases and make recommendations for corrective action on unsafe and unhealthy conditions and practices.
- To examine safety audit reports and monitor actions being taken.
- To consider reports from the Health and Safety Executive, the Council's Health and Safety Consultancy and other appropriate persons.
- To consider the departmental implications of changes in legislation
- To monitor the effectiveness of health and safety training, communications and publicity.
- To support corporate health and safety initiatives e.g. coordinating risk assessment information / promoting mandatory training
- To escalate any issues of concern regarding health and safety to the Corporate Health & Safety Group

Managers

The responsibilities of Managers are to:

- ensure all necessary risk assessments are carried out, significant findings are recorded and appropriate safe systems of work implemented to avoid or control any risks.
- ensure new and transferring staff are inducted and informed of the significant risks in their work and the control measures to mitigate or manage those risks
- ensure all employees receive adequate and appropriate training and instruction in respect of their functions and tasks.
- ensuring the reporting of all accidents by employees and non-employees;

Responsible Persons

The responsibilities of Responsible Persons are to:

- ensure premises are maintained to ensure the safety of users
- ensure a building risk assessment and a fire risk assessment has been completed, significant findings recorded and controls implemented,
- ensure co-operation and co-ordination on health and safety matters within premises

Premises Co-ordinators

The responsibilities of the premises co-ordinators are to:

- ensure the Council's health and safety procedures for fire and first aid are implemented for the premises they are responsible for
- co-ordinate the day-to-day management of health and safety and liaise with building users and contractors where required
- raise any health and safety issues with the FM helpdesk where applicable

Employees

Every employee is responsible for

- their own health and safety, as well as that of colleagues, service users and the public.
- co-operating with management, following established systems of work, using protective equipment where required and reporting defects and hazards to management.
- reporting any accidents on the Council's accident recording system..

Health & Safety Consultancy

The Health & Safety Consultancy is responsible for:

- development of Council health and safety standards
- providing training and instruction regarding Council health and safety standards
- monitoring health and safety management systems across the council including the implementation of health and safety standards
- monitoring accident inputting on the Council's accident recording system; and producing statistics for corporate and departmental Groups;
- investigating serious or complicated accidents in conjunction with the local manager;
- reporting accidents, dangerous occurrences and occupational diseases under RIDDOR 2013 to the Health & Safety Executive;
- reviewing health and safety standards as appropriate.

Part III: Performance Standards

This section sets out the roles and responsibilities of individuals within the Council responsible for implementing this policy.

KEY:

CA	Contract Administrator	HoS	Heads of Services
CE	Chief Executive	HRC	Human Resources Consultancy
CLT	Council Leadership Team	H&SC	Health & Safety Consultancy
DSC	Departmental Health & Safety Champion	LD	Learning & Development Team
D	Directors	LM	Line Managers
DFMSS	Director of Facilities Management and Support Services	M	Members
DHR	Director (Human Resources)	OH	Occupational Health
E	Employees	P	Premises Co-ordinators
ED	Executive Director	PM	Project Managers
HoFM	Head of Facilities Management		

The people responsible are listed in order of lead responsibility i.e. those with lead responsibility listed first.

AIM 1: To develop and maintain a culture supportive of health and safety in order to achieve adequate control over risks and minimise injury to employees and financial losses which arise from avoidable unplanned events

Performance Standard	People Responsible	Annual Monitoring by H&SC
Active and continued commitment to health and safety at a senior level – Annual and Quarterly performance reports of health & safety to go to Corporate Health & Safety Group and to include accident statistics	DFMSS, H&SC	✓
Council Health & Safety Champion appointed and Departmental Health & Safety Champions appointed	CE, CLT, ED	✓
Annual health and safety plan developed and agreed by Corporate Health & Safety Group	DFMSS, H&SC	✓

AIM 2: An effective management structure and arrangements are in place to implement and maintain health and safety requirements

Performance Standard	People Responsible	Annual Monitoring by H&SC
A corporate health and safety policy has been agreed by ELT and is reviewed every 2 years as a minimum. Each	CE, CLT, ED	✓

department has a departmental health and safety policy which is reviewed as minimum every 2 years.		
Health and Safety guidance produced and reviewed at least every two years and available to staff via the Intranet	H&SC	✓
All RIDDOR reports to be completed and sent to the HSE within 5 working days of receipt in Health & Safety Consultancy	H&SC	✓

AIM 3: Managers will promote health and safety by implementing best practice

Performance Standard	People Responsible	Annual Monitoring by H&SC
All new managers to receive health and safety induction training within 6 months of starting in post.	ED, HoS, H&SC	✓
All staff to receive health and safety induction from day 1 of starting in post.	HoS, LM	

AIM 4: Arrangements are in place to ensure a systematic approach to the assessment and control of risks

Performance Standard	People Responsible	Annual Monitoring by H&SC
Risk assessment procedures established which are in line with the current British Standard (Ref: Risk Assessment Guidance)	H&SC, LM	✓
Training provided on risk assessment for managers upon request.	H&SC, LD, LM	✓
Written risk assessments undertaken for all work activities prior to the commencement of the work activity	LM	Routine monitoring through audits
Risk assessments reviewed annually, looking particularly at any changes in best practice and changes in ways of working	LM	Routine monitoring through audits
Existence, currency and effectiveness of risk assessments audited and monitored.	H&SC, HoS, LM	Routine monitoring through audits

AIM 5: To ensure appropriate and effective services are available to assist in the promotion of employee's well-being

Performance Standard	People Responsible	Annual Monitoring by H&SC
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All people needing health surveillance are identified and surveillance is carried out	LM, OH	
Proactive and reactive occupational health service provided with a minimum of two health campaigns per year	CLT, DHR, OH	

AIM 6: To ensure that all employees are competent in the work that they are doing, aware of their personal responsibilities, the standards to be achieved and working methods to be followed and are appropriately supervised to identify shortfalls from these standards

Performance Standard	People Responsible	Active Monitoring by H&SC
All induction procedures to include health and safety commensurate with the nature of the work and scale of the risks involved. Complete induction to be completed within six months of starting role	LM, LD	✓
Health and safety training will be provided as required to ensure the competency of staff	LM, H&SC	✓

AIM 7: To ensure all contractors undertaking work for the Council are competent in terms of health and safety, and that their performance is monitored and remedial action taken where required

Performance Standard	People Responsible	Active Monitoring by H&SC
All contractors assessed for health and safety competence using CHAS standards (Ref: Monitoring Contractors Guidance)	CA, PM, D, H&SC	
Tender selection includes evaluation of health and safety provisions	CA, PM, D, H&SC	✓

AIM 8: To monitor performance and regularly review safety management systems and working practices

Performance Standard	People Responsible	Active Monitoring by H&SC
Systematic inspections of premises, plant and equipment, within legal requirements.	HoFM, LM, P	✓
Audits of safety management systems and premises to undertaken every four years.	H&SC	✓
Findings of health and safety audits to be implemented within given timescales and verified	LM, HoS	✓
Accidents statistics maintained and evaluated and issued to departmental Health & Safety Groups at least every 6 months	H&SC	✓

Appendix B

Index of resources in the Croydon Health and Safety Room on Fronter

This contains a complete list of all the health and safety resources available in the Croydon Health and Safety room (Nov 2015)

- = Word / PDF's etc. downloadable documents
- = Internet link

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ACCIDENT PROCEDURES & INDUSTRIAL INJURY SCHEME

- HSE information on incident reporting in schools (also see general RIDDOR information on the HSE website)
- Accident reporting in non-community schools and colleges (Foundation, Trust, VA and Academies)
- Employee accident report form
- Non-employee accident report form
- Managers accident investigation form
- Croydon Accident Reporting and Investigation guidance 2014
- Industrial injury scheme guidance (not applicable to teachers)
- Industrial injury claim form

AFTER SCHOOL

- School Lettings
- Parent Association Events

ASBESTOS

- Croydon Council Asbestos Policy 2014
- Croydon Management of Asbestos guidance 2014
- Safety Alert (May 2013) - Asbestos in warm air cabinets
- Safety Alert (January 2014) - Asbestos in WW2 gas masks
- Asbestos Photos

WWW

- Asbestos management - checklist for schools (HSE): www.hse.gov.uk/services/education/asbestos-checklist.pdf

AUDITS AND INSPECTIONS

- Audit - self-checklist for schools
- School premises inspection checklist
- School premises inspection checklist - Science and CDT
- HSE Health and Safety checklist for classrooms

COMMUNICATIONS

- Departmental Health and Safety Committee Terms of Reference
- Croydon Safety Representatives guidance 2014
- Croydon Induction and Visitors guidance 2015
- Croydon Induction checklist for managers 2013

DESIGN TECHNOLOGY SCIENCE

- Design technology
- Safe use of kilns
- Use of cookers in classrooms
- Use of musical instruments in schools
- Health and safety in science in primary schools
- Science in secondary schools

EDUCATIONAL VISITS

There is additional information on Fronter and generic educational visits risk assessments (see list [here](#)).

- Visits to open farms
- Health and safety of pupils on educational visits (HASPEV) This is provided for reference as it has been withdrawn and replaced by Govt. guidance. See link below.
- Evolve guidance procedures for educational visits
- School Trips. Tackling the Health & Safety Myths (HSE).
- RoSPA guidance - Planning and Leading Visits and Adventurous Activities

WWW:

- EVOLVE Educational visits site: https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=croydonvisits.org.uk
- DfE Health and Safety advice for schools: www.gov.uk/government/publications/health-and-safety-advice-for-schools
- Council for learning outside the classroom: www.lotc.org.uk/
- Quality badge scheme: lotcqualitybadge.org.uk/
- Outdoor Education Advisors panel: oeap.info/
- HSE school trips website: www.hse.gov.uk/services/education/school-trips.htm

ELECTRICAL AND GAS SAFETY

- Electrical safety guidance for schools 2012
- Croydon Guidance on Portable Appliances 2014
- Croydon Gas safety policy 2010
- Croydon Gas safety guidance 2010

ENVIRONMENT

- Environment Agency Business Flood plan template
- Severe weather conditions - advice for schools
- Croydon extreme weather guidance 2014

FIRE AND EMERGENCY

- Fire log book
- Hot work permit template
- Managing risk from fire - notice boards and school displays - updated June 2013
- Generic emergency evacuation plan
- Model school fire safety policy
- Departmental emergency action plan for schools (Feb 2011)
- DCLG fire risk assessment in educational establishments (detailed guidance)
- Croydon corporate fire safety policy 2012
- Croydon Personal Emergency Evacuation Plan (PEEP) 2013

FIRST AID

- Croydon first aid guidance 2015
- First aid in schools
- Assessment of first aid needs checklist

HAZARDOUS SUBSTANCES

- Croydon COSHH Guidance 2014

- COSHH guidance for educational establishments
- Croydon COSHH Biological Agents Guidance 2015
- Croydon COSHH Biological Agents Risk Assessment Pro Forma
- Croydon COSHH Assessment Form

HEALTH

- Croydon Needlestick Injuries Guidance 2015
- Croydon Disability at Work Guidance 2014
- Croydon Stress and Mental Health Guidance 2015
- Notes on voice care for lecturers
- Managing medicines
- Public Health England guidance on infection control in schools and other childcare settings (Sept 2014 - replaces previous HPU guidance)
- Smoking
- SunSmart sun protection policy - guidelines for nurseries and pre-schools
- SunSmart sun protection policy - guidelines for primary schools
- SunSmart sun protection policy - guidelines for secondary schools
- Voice health
- Sunshine and skin cancer
- Croydon head lice policy 2006
- Keeping animals in school
- Noise in music classes
- Croydon drug and alcohol policy 2010
- Croydon drug and alcohol guidance 2010

INFORMATION COMPUTER TECHNOLOGY

- ICT in schools
- DSE Workstation Equipment Standards
- DSE Assessment Form
- DSE basic setup
- Croydon Guidance on Display Screen Equipment 2015
- Croydon DSE self-assessment Form

WWW:

- Ergonomics 4 schools: www.ergonomics4schools.com

LEGIONELLA

- Croydon Legionella guidance 2014
- Legionella - school holiday procedure

MANAGING CONTRACTORS

- Managing contractors in schools
- Croydon Managing Contractors guidance 2014
- Sample contractors code of practice

MANUAL HANDLING

- Croydon Manual Handling Assessment Guidance 2014
- Manual Handling Checklist

PERSONAL SAFETY AND SECURITY

- see also [preventing violence to staff](#)
- Croydon Lone Working Guidance 2014
- Additional lone working guidance
- Croydon Personal Safety guidance 2014
- Schools cash handling guidance
- Security advice
- Unauthorised roof access

PHYSICAL EDUCATION AND OUTSIDE PLAY

- Inflatable bouncing devices
- Playground safety
- Poisonous and dangerous plants in schools
- Goalpost safety

WWW:

- Association for Physical Education (AfPE): www.afpe.org.uk

POSITIVE HANDLING

- Positive handling flow chart
- Positive handling record form
- Whole setting behaviour - risk assessment
- Individual risk assessment
- Bank of ideas for behaviour management
- 'Use of Reasonable Force. Advice for Headteachers, Staff and Governing Bodies' - DfE July 2013

PREVENTING VIOLENCE TO STAFF

- see also [personal safety and security](#)

- Croydon prevention of violence to staff policy 2011
- Croydon Violence Prevention Guidance 2014
- DfE – ban letter to parent of pupil
- DfE – ban letter to member of public
- DfE - confirming barring of parent
- DfE – confirming outcome of review and extending bar
- DfE - unban letter 1
- DfE - unban letter 2
- Croydon Violence Prevention Policy 2011
- Generic risk assessment - threatening behaviour
- Induction letter (with Paul Greenhalgh, CFL Executive Directors signature)
- Safe school leaflet
- Safe school poster
- Violence report form
- Violence reports - guidance on completing the form

RADIATION SOURCES

- About the RPA service
- CLEAPSS L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges L93 (January 2013)
- CLEAPSS Approved Sources PS78 (Jan 2013)
- CLEAPSS GL138 Selecting detection equipment
- CLEAPSS Instrumentation for leak test and contamination checks PS79 2015
- CLEAPSS Managing Ionising Radiations and Radioactive Substances in Schools and Colleges (January 2013)
- CLEAPSS PS75 Should the RPS be a teacher or technician
- CLEAPSS PS78 Choosing sources for school use
- CLEAPSS student safety data sheet - radiation
- CLEAPSS The Measurement of Radioactivity R92 2001

RISK ASSESSMENT

There is additional information on Fronter and a list of generic risk assessments (see list [here](#))

SAFETY ALERTS

- Safety Alert 01.09 - Oil radiator
- Safety Alert 01.10 - Collapsed canopy
- Safety Alert 02.09 - Laptop trolleys

- Safety Alert 02.10 - Shower curtains
- Safety Alert 03.09 - Hobart boiler
- Safety Alert 03.10 - Gate crushing zone
- Safety Alert 04.09 - Ceiling mounted projectors
- Safety Alert 04.10 - HF graffiti
- Safety Alert 05.09 - Falling trees
- Safety Alert 07.11 - BEKO&LEC fridge freezers
- Safety Alert Jan 2014 - Asbestos in WW2 gas masks
- Safety Alert May13 - JUAC Asbestos in warm air cabinet heaters.pdf
- Safety Alert palisade fencing (Oct 2015)

SAFETY MANAGEMENT - POLICIES AND INFORMATION

- Model School Health and Safety Policy
- Children, Families and Learning Departmental Health and Safety Policy July 2013

WWW:

- Health and Safety Law poster: www.hse.gov.uk/simple-health-safety/display.htm

SPECIAL EDUCATIONAL NEEDS

- HSE - Health and safety matters for special educational needs: Legal issues including risk assessment (edis3)
- HSE - Health and safety matters for special educational needs: Moving and handling (edis4)

TRAINING

- Schools health and safety training requirements

TRANSPORT

- Croydon Vehicle Drivers Checklist 2015
- Croydon Vehicle Safety Guidance 2015
- Operating a Minibus
- Seat belts and child restraints
- Teachers driving minibuses - FTA guidance
- Traffic Routes
- Use of staff cars
- Vocational drivers medicals

WORK AT HEIGHT

- Croydon Work at Height guidance 2014
- Practical guidance for schools and educational establishments on working at height
- Ladder safety

WORK EQUIPMENT AND WORKING PRACTICES

- Safety in kitchens
- Safety Signs
- Temporary use of LPG heaters in schools
- Lifting Operations and Lifting Equipment
- Boiler room safety
- Confined spaces
- Doors and finger entrapment
- Permit to work template
- Workplace checklist
- Powered perimeter gate safety (Oct 2014)
- Croydon Workplace guidance 2014
- Croydon Personal Protective Equipment (PPE) Assessment Form 2011
- Croydon Personal Protective Equipment (PPE) Guidance 2014
- Croydon Work Equipment Inventory and Assessment (app A,B,B1,C,D) 2015
- Croydon Work Equipment Guidance 2015
- Croydon Work Equipment Hazards (app D, F) 2015
- Croydon LOLER Guidance 2015

- Croydon Workplace Lighting Guidance 2015
- Croydon Confined Spaces Guidance 2015

YOUNG WORKERS

- Young Persons Generic Risk Assessment
- Croydon Guidance for Work Experience Placement Organisers 2014
- Croydon Young Workers Guidance 2014

RISK ASSESSMENT

GENERIC RISK ASSESSMENTS

See Fronter page for additional guidance.

RISK ASSESSMENTS

- Blank risk assessment form
- Croydon Risk Assessment guidance 2014
- Display Screen Equipment (DSE) (policy, guidance and assessment form)
- Manual Handling (policy, guidance and assessment form)
- COSHH (policy, guidance and assessment form)

OTHER

- HSE Health and Safety checklist for classrooms

GENERIC SCHOOL RISK ASSESSMENTS

- Generic risk assessment - bouncy castle
- Generic risk assessment - Christmas fair
- Generic risk assessment - epilepsy
- Generic risk assessment - LPG heater
- Generic risk assessment - mobile zoo
- Generic risk assessment - school fair
- Generic risk assessment - school play
- Generic risk assessment - threatening behaviour
- Generic risk assessment - Mini Bus
- Generic risk assessment - Pregnant Workers
- Generic risk assessment - stress
- Generic risk assessment - Cash handling in schools (and guidance here)
- Generic risk assessment - Catering
- Generic risk assessment - Caretaking
- Generic risk assessment - Cleaning
- Generic risk assessment - Building
- Generic risk assessment - Swimming Pools
- Generic risk assessment - Administration
- Generic risk assessment - snow and ice school opening
- Generic risk assessment - children's centre
- Generic risk assessment - fireworks
- Generic risk assessment - playground activities
- Generic risk assessment - Young workers
- Generic risk assessment - BBQ
- Generic risk assessment - Food Technology
- Generic risk assessment - Pupils
- Generic risk assessment - Science
- Generic risk assessment - Teaching
- Generic risk assessment – Technology
- Self assessment - working from home

GENERIC SCHOOL SPORTS RISK ASSESSMENTS

- Generic risk assessment - Basketball
- Generic risk assessment - Cross- Country Running
- Generic risk assessment - Discus
- Generic risk assessment - Football
- Generic risk assessment - Hockey
- Generic risk assessment - Javelin
- Generic risk assessment - Long Jump
- Generic risk assessment - Netball
- Generic risk assessment - Rounders
- Generic risk assessment – Rugby

EDUCATIONAL VISITS

GENERIC OFF-SITE VISITS RISK ASSESSMENTS

- Risk assessment - archery
- Risk assessment - boating river and canal
- Risk assessment - camping
- Risk assessment - canoeing
- Risk assessment - castles, historic sites
- Risk assessment - caving and potholing
- Risk assessment - climbing
- Risk assessment - cinema, museum, theatre
- Risk assessment - coastal studies
- Risk assessment – cycling
- Risk assessment - exchange visit with school
- Risk assessment - farm visit
- Risk assessment - general educational visits
- Risk assessment - general travel
- Risk assessment - horse riding
- Risk assessment - ice skating
- Risk assessment - orienteering
- Risk assessment - residential accommodation
- Risk assessment - sailing
- Risk assessment - scuba diving
- Risk assessment - skiing
- Risk assessment - surfing
- Risk assessment - swimming in pool
- Risk assessment - swimming in sea
- Risk assessment - theme park visit
- Risk assessment - walking
- Risk assessment - woodland and heathland

Guidance on Educational Visits

See Fronter page for additional guidance on educational visits, EVOLVE and the Quality Badge Scheme.

PREVENTING VIOLENCE TO STAFF

See Fronter page for additional guidance on preventing violence to staff.

Appendix C: Fire Safety Daily Check List template

Subject/Date	17/09	18/09	19/09	20/09	21/09	24/09/	25/09	26/09	27/09	28/09
Burglar panel free of faults										
Fire panel free of faults										
Link corridor free										
Main corridors free										
Door closers										
Maglocks										
Dorguards										
Fire exits clear										
Fire extinguishers										
Fire blankets										
Bin area tidy										
External doors check										
External gates check										
External fence check										
Signature										
Comments										