TOLWORTH SCHOOL
Happy children, successful learners

Tolworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Health and Safety Policy

Governors' Committee Responsible Delegated to	Finance, Premises & Personnel School Business Manager / Headteacher / Site Manager
Status	Statutory
Review Cycle	Annual
Date written	September 2023
Date of last review	September 2025
Date of next review	September 2026

As the employer the LA has overall responsibility for Health and Safety (H&S) at our school. The Governors and the Headteacher (HT) take on delegated responsibility for preparing, implementing and managing a Health and Safety policy for our school and act on advice and guidance from the LA, particularly the officers with responsibility for issues of H&S.

It is the intention of the Governors to provide a safe and healthy working environment for all employees and also for children, visitors and any contractors on the school site. A member of staff on the Leadership Team (RN) will have responsibility for monitoring the systems to support the policy, to ascertain the training needs of the staff and to induct new staff in issues of H&S. The Governor representative and school caretakers will also have a key role in maintaining aspects of H&S.

Whilst the LA, Governors, Headteacher, H&S rep, Site Manager and caretaker have specific responsibilities, the effectiveness of the policy depends on **the co-operation of all members of staff** and any other persons on the school site to follow the H&S rules and guidelines.

Roles and responsibilities within the school

Each individual has a duty to take reasonable care for the H&S of themselves and others within the school community and on the school site.

The Governors

The Governors will ensure that the policy covers the appropriate areas and will oversee its implementation and effectiveness. They will also make adequate financial provision, within the budget allocations, for H&S equipment, safety checks and training. Financial allocations will be based on recommendations based on an annual review carried out by the Headteacher, H&S rep and caretaker; one governor will take particular responsibility for H&S.

The Headteacher (HT)

The HT will be responsible for publishing the policy and delegating the day-to-day administration and management of its implementation. The HT will meet with the School Business Manager (SBM) and Site Manager once a week to review any actions for the week. The Site Manager will make a termly report to governors on H&S. The HT will ensure that the policy is reviewed annually. The HT &/or the School Business Manager or Site Manager will attend LA H&S meetings whenever possible. If a meeting is missed, the minutes of the meeting will be read and shared with the H&S team. The HT will ask the SBM to make every effort to contact specialist consultants to advise on particular issues. (eg. fire officers, occupational health workers). The SBM will make provision for all staff to be trained in the requirements of the H&S Policy.

The H&S Representative

The H&S representative will be delegated to the School Business Manager. SBM will be responsible for regular termly checks with the Site Manager on the maintenance, use and effectiveness of the H&S rules, guidelines and systems. They will liaise with the Site Management Team and advise them of any maintenance issues that s/he has identified or has been brought to his/her attention. At least once a term the H&S team will discuss training needs for staff on H&S issues. If necessary outside providers will be sought to provide training, either for all staff or for individuals.

The Site Manager and Caretakers
The Site Manager and caretakers will check the school site as part of their daily routines and have regard for issues of H&S which is a key responsibility for them. If any simple maintenance jobs or minor improvements are identified these will be recorded and carried out as quickly as possible and warning notices will be posted as necessary. More serious or major needs will be reported immediately to the H&S representative, or if s/he is unavailable to the HT. The caretakers will offer recommendations and advice to the H&S representative and HT with regard to H&S.

All Other Staff
All staff have a responsibility to make sure they understand the requirements of the H&S policy and that they follow the rules, guidelines and use the systems efficiently. Failure to do so could lead to disciplinary action. Adults in charge of, or supervising, children will need to remind children on a frequent and regular basis of rules and expectations that help to ensure H&S. When writing curriculum policies, staff will take account of any particular H&S needs (e.g. for PE, Science, D&T). Additional risk assessments will be completed where necessary.

Visitors, including parents/carers on the school site
All visitors are expected to follow the H&S rules. These will be communicated to visitors and parents through clearly displayed notices around the site and through parent meetings and regular school newsletters.
All visitors need to sign in and out on arrival and departure and to wear an identity badge.

Children
Our pupils have school rules explained to them on a regular basis in class and in assembly. They are expected to follow all school rules and this includes the H&S rules of all additional equipment etc. Children who consistently fail to do this will be sanctioned according to the school's Positive Behaviour Policy.

Contractors
Any visiting workers will be expected to follow school H&S rules as well as agreeing additional H&S systems that are specific to the work being carried out and that are laid down by the LA. The LA and the contractor will be expected to communicate these systems to the HT. If the works are to be carried out over a period of time when the children are on site, the HT will discuss them with the H&S manager and caretaker before any work can begin.

The HT, H&S Governor rep and caretaker will meet as part of the **Premises Committee** at least twice a year.

GUIDELINES AND PROCEDURES TO ENSURE HEALTH & SAFETY

RISK ASSESSMENT:

- Any new item of machinery/equipment or substance will be assessed for any risks and their use & function will be fully explained to the appropriate staff.
- Specific risks and problems will be identified through termly H&S checks in and around the school and assessments made and management noted and recorded.
- The caretakers will check the grounds including play areas daily but it is the responsibility of all staff to report any risk observed.
- Folders to report any maintenance or non-urgent H&S are located in each staffroom.

- Risk assessment forms should be filled in annually (or when there are any changes) by the class teachers for all outdoor classroom areas including the reception and nursery outdoor area.
- Risk assessment forms should be filled in each term by the caretakers for the main playground areas.
- Particular note will be made of all known substances or items that are potentially hazardous that need to be kept on school premises (eg. cleaning fluids, adhesives, medicines, knives etc.) and the management of that risk will be noted and recorded.
- Risks pertaining to curriculum delivery (PE, D&T etc.) will be assessed and management of risks detailed in curriculum policies.
- Risks associated with specific field trips and outings will be assessed and presented to the HT/Educational Visits lead well in advance of any outing (see ***Appendix F***).
- Risks associated with site security, both during and after the school day will be assessed and their management noted and recorded eg. all children must be collected from classroom door by an adult known to the adult in charge of the class.
- Assessments will be made as soon as possible after a risk has been identified. Anyone on the school premises who identifies a risk must report it to a member of the H&S committee.

MANAGING, REPORTING AND RECORDING ACCIDENTS AND INCIDENTS

Please refer to the school's Illness and Injury Policy

EMERGENCY PROCEDURES

It is the responsibility of all adults in the school to make themselves aware of the emergency procedures, especially fire procedures; these are displayed in each area of the school, dining facility and Children's Centre. Class teachers must explain procedures to the children at the start of each term.

The alarm for any of the following emergencies is a loud, continuous bell.

- The school will have at least 3 fire practices **each year**.
- The timing of the practices will be varied.
- The H&S Team will plan practices, in liaison with the Children's Centre. The Site Manager will be responsible for setting the alarm.
- The HT/DHT will check the rooms and KS1/KS2 toilets for unaccompanied children.
- The Admin. Team will give out the class registers at the assembly point.
- **Class teachers will call the register and the children will respond. It is essential that children who had been working with another adult at the time of the fire alarm join their class group.**
- Other adults in school, not in charge of a group of children, will assist class teachers to evacuate the children as swiftly as possible.
- Each room in the school, Children's Centre and dining facility will have a fire notice displayed.
- The fire assembly point for the Juniors is on the main Junior playground and for the rest of the school is on the main Infant playground along the Nursery fence.
- Staff, visitors and children will remain at the assembly point until the HT is satisfied that everyone is accounted for.
- In the case of a real fire the children would then be escorted a further distance away from the building to the bomb alert assembly point.

In case of a bomb alert or an explosion

- The above procedures will apply but the assembly point for a bomb alert is at the rear of the building, on the school field near the far boundary fence opposite the school building.
- If an explosion has occurred any parts of the school unaffected will continue with the evacuation procedures.
- The most senior staff available will remain on site and the next senior staff will leave the premises to raise the alarm having made sure that the evacuated children are a safe as possible.
- Lives should not be put at risk by returning to the building to attempt rescues. This will be dealt with by the emergency services.

In case of Violent Intruders

- The school has a closed-circuit TV screen in the office which monitors the main gates and an entry phone system to the main doors. Other non-classroom entrances have a code lock, classroom doors should be secured by fire locks before and after the school day when teachers are still on the premises.
- If, however a violent intruder does gain access to the building every effort will be made to alert other adults.
- Teachers should evacuate their class and lead them to the bomb alert assembly point.
- If possible, the fire procedures will apply except that:

    - The HT, if not a victim of the intruder, will make a 999 call, contact the office and remain in the building until the emergency services arrived.
    - A code will be arranged between the two school areas so that they can alert one another to violent situations without alerting the aggressor.
    - If the HT is a victim of the intruder another adult should raise the alarm both to the emergency services and to the school.
    - No one should put themselves in a position of danger in attempting to intervene in the situation. This is best left to the emergency services.
    - In the event of an actual emergency the school will make every effort to manage the post-emergency situation with sensitivity and support for those who may suffer distress as a result (see also Critical Incidents Policy).

Other Evacuation Areas

If the children need to be further away from the building:

- The HT/DHT will signal for classes to be taken to the far side of the field

Full Evacuation:

- The HT/DHT will signal for classes to be taken to Tolworth Girls School

In all evacuation cases the HT/DHT will let staff know when it is safe to go back into the school.

Lockdown Procedures

When the signal is given:

- Tell children to go underneath the desks

- Lock any door to the classroom.

- Put furniture against other doors as a barricade.

A signal will be given when it is ok to come out of the room.

HEALTH AND HYGIENE

- The school will be cleaned on a daily basis, priority being given to kitchen, toilet and sink areas and areas where food is consumed. Enhanced cleaning will be carried out during any COVID-19 outbreak.
- Cleaning tools and materials will be kept in a locked cupboard, only opened when children are not on site or when they are continually supervised. Each classroom and main office will have a cleaning box, which is regularly refilled by the Site Management Team.
- Inflammable substances (polish, paint, varnish etc.) will be kept in a locked fireproof cupboard which will be the responsibility of the Site Management Team.
- Any hazardous materials used by teaching and teaching support staff will be kept in a cupboard out of reach of the children.
- It is the teachers' responsibility to read the labels on containers to see if they contain any hazardous substances (corrosives, fumes etc.) All such items should only be used if absolutely necessary under strict adult supervision **and put away safely after use.**
- Teachers and staff will be responsible for reminding, and training when necessary, children in the basic rules of hygiene: washing hands after the toilet and before eating, flushing the toilet etc.
- School will provide toilet paper, soap and paper towels for adults and children to use.
- All foodstuffs kept in the school for cooking purposes should be kept in the wall cupboard in the school kitchen, clearly labelled. It is the responsibility of the class teacher to ensure the kitchen is cleaned and tidy after it has been used by their class.
- The kitchen fridge must be wiped round regularly.
- All kitchen utensils and equipment will as far as possible be made of plastic for easy cleaning. The adult supervising the cooking is also responsible for cleaning the equipment and area after use.
- Separate cooking aprons will be used and basic hygiene will be observed: clean hands, hair tied back etc.
- The use of step ladders and ladders must always be used when putting up displays or reaching and working above head height.
- When lifting heavy items staff should always remember to do so safely (bending knees etc.) and must arrange for help or use a trolley for very heavy item
- All full-time staff are entitled to reasonable lunch and comfort breaks and the school will provide a room and facilities for resting and making hot drinks and light snacks.
- It is the responsibility of individual staff to keep the crockery, utensils and equipment in the staff kitchen areas clean. Food items should not be left in the fridge after the use by date.
- A rota in the staff room will identify the personnel responsible for checking and wiping the fridge, sink area and food storage area each Friday and for dishwasher duties.
- There is a special medical waste bin (Medical room) and sanitary bins in the staff toilets. No other items should be disposed of in the special bins which must be kept in their designated spaces. These are collected by a specialist firm every four weeks.

PERSONAL AND SITE SECURITY (DURING AND OUT OF SCHOOL HOURS)

- The school/Children's Centre has a closed-circuit TV system in place to monitor school gates and pathways during the school day.
- An intruder alarm is used when the school building is locked.
- The Site Manager/caretakers are responsible for setting the intruder alarm each evening as part of his security duties

- Key holders must be approved by the HT and kept to a minimum.
- All visitors to the school have to sign in at the office and wear a visitor badge. Staff should challenge any person in the school who is unknown to them and is not wearing a visitor badge.
- School grounds are only open for official bookings (e.g. football clubs) when the school is closed and not for general public use.
- Money and valuables should always be kept out of sight and preferably locked in a drawer or locker when a room is unsupervised.
- All money collected for school trips, events, sales etc. should be sent to the school office as soon as possible and not kept in the classroom.

GENERAL HEALTH AND SAFETY RULES

- External climbing apparatus and equipment (e.g. Adventure and Nursery) is only to be used when supervised by school staff. **No jumping off equipment or climbing on top of the monkey bars. Only one child on a slide at one time.**
- Children should not climb on fences, plant containers, pipes etc. in the playground.
- Corridors, entrance halls and doorways must be kept clear and unobstructed for easy access
- Families, or members of the public, should not take short cuts through the school building. All visitors, including parent helpers, must sign in at the office and wear a badge.
- All staff and regular classroom helpers, including regular visiting parents, are expected to undergo a security checks by the DBS.
- The site is a non-smoking area. If you choose to smoke it must be done discretely well away from the school building, children and parents.
- Dogs may not be brought onto the premises at any time unless they are for site security or are guide dogs or PAT dogs.
- Children and adults are expected to walk at all times inside the school building, unless in a PE lesson.
- Jewellery, other than small plain ear-studs, should not be worn by the children.
- Footwear should be appropriate and safe for children to run around the playground and field without hurting themselves or others (i.e. no heavy boots, high heels, open backs or thin strapped sandals).
- Groups working in the kitchen must be fully supervised at all times.
- Children must always be supervised. It is the responsibility of the adults in charge of children to make sure they return promptly from visits to the toilet or other occasions when they have been allowed to leave the classroom.
- In case of an emergency in a classroom a red card marked with the class name will be sent immediately to the office or nearby classroom.
- Children choosing to have a packed lunch should have a healthy meal which must not include glass bottles, fizzy drinks, chocolate or sweets.
- To ensure the safety of children who suffer severe allergic reactions, the school is a 'nut free' zone
- Long hair should be tied back or plaited to reduce the risk of head lice infestation.
- Children who do have head lice are not sent home but we expect all families to check for head lice regularly and to treat all the family promptly and thoroughly when necessary. Notices are put on classroom doors to alert parents of new infestations or class letters are sent home.
- The school will notify families of infestations and infectious diseases (measles, chicken pox etc.) through a general note on the classroom door or text message.
- Children should not have control of any form of medicines, prescribed or otherwise, in school.
- Families of children needing any ongoing medicines (insulin etc.) should discuss this with the HT.
- All small electrical appliances must be included in the annual testing of appliances.

- Parents of children cycling to school and using the cycle shed should complete the relevant form and sign the agreement form.
- Bicycles, scooters, roller blades etc should not be ridden/used in the playground.

FIRST AID ILL HEALTH (see also the Injury & Illness Policy)

- The school will make every effort to have 2 qualified first aiders on site.
- Staff should always refer cuts, bad grazes and badly bumped heads to a first aider. Minor grazes and bumps can be dealt with by any member of staff.
- Any first aid that is administered will be recorded in the accident folder and a green form (Appendix D) sent home with the child for all accidents (Infants) and for head injuries (Infants and Juniors).
- Staff or children who sustain an illness or bad injury at school will be treated according to the first aiders training and parents / next of kin will always be informed.
- It is the responsibility of the first aiders to monitor the first aid boxes and stock and arrange for re-orders when needed.
- The only medicines that the school can administer are for chronic conditions (asthma, diabetes etc.) and a parental consent form needs to be signed.
- Any medicines that the school does undertake to administer will be held in the medical room in a container clearly marked with child's name and a register kept of the dosages.
- Any staff needing to deal with bodily fluids of any sort will be provided with appropriate protective items (e.g. disposable plastic gloves, apron).
- Children or staff who have been vomiting or have had diarrhoea should not return to school until 48 hours after the last bout of illness.
- Staff and children should not attend school when they have a raised temperature or are still in the infectious stage of an illness, other than a common cold.
- Children who become unwell at school will be sent home as soon as possible. If we cannot contact family or friend then the child will be able to rest in the medical area and be supervised by the first aider until home time.

APPENDIX A

All rooms must display a notice showing emergency evacuation procedures which include nearest exit and assembly point.

EMERGENCY PROCEDURES

If you discover a fire, a toxic spillage or are aware of a potential bomb threat or other danger

Please sound the alarm or initiate the ringing of the alarm by sending another adult to do so, if you are by a phone contact the emergency services :999 giving the address:
Tolworth School, SCHOOL LANE/DOUGLAS ROAD, Tolworth KT6 7SA.

On hearing the alarm, a continuous loud ringing, you must ensure that you, and the children in your care, leave the building immediately by the nearest exit: EXIT LEADING TO PLAYGROUND

Leave in an orderly and silent manner and assemble by: THE PLAYGROUND AT THE FRONT OF THE NURSERY PLAY GROUND IN CLASS LINES (Infants) THE JUNIOR PLAYGROUND ALONG THE FENCE BY THE MAIN SCHOOL LANE ENTRANCE IN CLASS LINES (Juniors)

If the alarm is for a potential bomb threat or other danger you will be instructed to move to the distant assembly point: THE REAR OF THE FIELD or TOLWORTH GIRLS SCHOOL

A register must be taken at the earliest opportunity and any missing persons reported to the senior member of staff available.

All SRP children will be accompanied by their named adult. See SRP notice board.

No person should return to the building until the all clear has been given by the senior member of staff or a member of the emergency service.

Tolworth School
IN CASE OF FIRE

IF YOU DISCOVER A FIRE

RAISE THE ALARM FIRST

ENSURE THE CHILDREN AND ALL ADULTS IN YOUR AREA LEAVE THE BUILDING AS QUICKLY AND CALMLY AS POSSIBLE.

DO NOT ALLOW RUNNING OR THE COLLECTING OF PERSONAL ITEMS.

EXIT POINTS FOR ALL CLASSROOMS AND THE LIBRARY ARE VIA THE EXTERNAL PLAYGROUND DOORS

SINGLE CLASSES IN THE HALL MUST LEAVE BY THE OFFICE DOOR. IF THE ALARM IS RAISED DURING ASSEMBLY KS1 CLASSES WILL LEAVE THE BUILDING VIA THEIR CLASSROOMS & NURSERY AND RECEPTION WILL LEAVE BY THE OFFICE DOOR.

PERSONS IN THE OFFICE, SCHOOL BUSINESS MANAGER'S OFFICE OR MEDICAL ROOM SHOULD LEAVE BY THE OFFICE DOOR.

PERSONS IN THE KITCHEN AREA SHOULD LEAVE BY THE ENTRANCE NEAREST THE KITCHEN.

PERSONS IN THE DINING HALL SHOULD LEAVE BY THE MAIN DOOR.

THE ASSEMBLY POINT IS: THE PLAYGROUND AT THE FRONT OF THE NURSERY PLAY GROUND IN CLASS LINES (Infants)
THE JUNIOR PLAYGROUND ALONG THE FENCE BY THE MAIN SCHOOL LANE ENTRANCE IN CLASS LINES (Juniors)

AN ADULT IN THE OFFICE WILL TAKE OUT REGISTERS. IF THEY ARE STILL IN CLASSROOMS THE TEACHER WILL BE RESPONSIBLE FOR TAKING THE REGISTER OUT.

THE HT/DHT WILL CHECK CLOAKROOMS BY THE OFFICE AND THE RECEPTION CLOAKROOMS.

TEACHERS MUST TAKE THE REGISTER AS SOON AS THE CLASS IS AT THE ASSEMBLY POINT AND HAND THE REGISTER BACK TO THE BURSAR ON COMPLETION.

IF ANYONE IS MISSSING THIS MUST BE REPORTED TO THE HT IMMEDIATELY.
IF THE ALERT IS DUE TO A BOMB SCARE THE ASSEMBLY POINT IS BY THE FAR FENCE ON THE FIELD.

Tolworth Dining Facility/ Tolworth Children's Centre
IN CASE OF FIRE
IF YOU DISCOVER A FIRE RAISE THE ALARM
(this is linked straight to the fire station)

ENSURE THE CHILDREN AND ALL ADULTS IN YOUR AREA LEAVE THE BUILDING AS QUICKLY AND CALMLY AS POSSIBLE.

DO NOT ALLOW RUNNING OR THE COLLECTING OF PERSONAL ITEMS.

EXIT POINTS FOR ALL ROOMS DOWNSTAIRS ARE TRHOUGH ANY MAIN DOOR AS MARKED ON THE FLOOR PLAN ATTACHED.

THE EXIT POINT FOR ALL ROOMS UPSTAIRS:

DURING SCHOOL HOURS (Monday – Friday 7.45am – 6pm) IS OUT THE FIRE EXITS FROM THE HALL AND DOWN THE EXTERNAL STAIRCASE (Juniors) INTERNAL STAIRCASE (Infants). CHILDREN WILL BE SUPERVISED AT ALL TIMES.

OUT OF HOURS (Monday – Saturday 6 – 10pm) IS DOWN THE MAIN STAIRCASE THROUGH THE MAIN DOOR

EXIT POINTS FOR ALL ROOMS DOWNSTAIRS ARE THROUGH ANY MAIN EXTERNAL DOOR AS ALL ARE FIRE EXITS.

THE LIFT SHOULD NOT BE USED. IF IN THE LIFT WHEN THE ALARM GOES THE LIFT WILL AUTOMATICALLY DESCEND TO THE GROUND FLOOR AND THE DOORS WILL OPEN.

IF THE FIRE ALARM GOES KITCHEN STAFF ARE RESPONSIBLE FOR SUPERVISION AND CLEARING OF THE SERVER COUNTER TOP SO THAT THE FIRE SHUTTER CAN COME DOWN. THIS SHOULD BE CLEAR AT ALL TIMES.

THE ASSEMBLY POINT IS IN FRONT OF THE NURSERY FENCE IN THE MAIN PLAYGROUND . SIGNS IN MAIN PLAYGROUND

Caretakers numbers: Art – 07709 130408 George – 07707 051350

APPENDIX B

(For display in staffroom, office and Children's Centre)

FIRST AIDERS:

Caroline Brooker
Louise Finnan
Vicky Peters
Julia Bradley
Linda Jackson
Christina Marcou
Sammy Gallup
Barbara Sharkey
Rebecca Johnson
George Oteng

CHILD PROTECTION CONTACT:

Rachel Nye (Head Teacher)
Linda Jackson (Children and Families Co-ordinator)
Stephan John (Governor)
Eliza Walsh (Governor)

H&S TEAM: Art Beirao (Site Manager), George Oteng (Caretaker), Kit Yee (School Business Manager) and Health & Safety Governor (Jamie Grant)

Appendix C – Risk Assessment Form & Example

EXPERIENCE RISK ASSESSMENT – Tolworth School

Site: **Assessment carried out by:** **Adult support:**

Activity: **Date:**

Hazard	Benefits	Risk (Probability/how widespread)	Action	Revised Risk Level High/Medium/Low

APPENDIX D

RECORD OF FIRST AID TREATMENT

Name: **Class:**

Date: **Time:**

I hurt my head/face/hand/knee/foot/other today.

Action taken:

In case of a head injury, please be very vigilant of headache, dizziness and nausea, especially within the next 24 hours. If these symptoms appear, consult a doctor IMMEDIATELY.

Please check your child for any unreported injuries.

***APPENDIX E* – to be used by caretakers**

Detailed Playground Inspection

Note: This inspection is to be undertaken in addition to the annual inspection by Clough & Farmer (or other specialist service provider).

School: _____

Date: _____

Site:

Action Required

Are fences secure and in good condition?
Are pathways free from glass and other sharp objects?
Is the playground surface in good condition?

Surfacing
Are safety surfaces undamaged?
Are loose fill surfaces level and at the correct depth?
(Refer to suppliers/ manufacturers information.)
Are loose fill surfaces clean?

Equipment
Are all support rails secure?
Are all bolts, fixings etc. secure?
Is all timberwork undamaged?
Are all steps secure and undamaged?
Are all fixings secure and in good condition?

Climbing Frames
Are the supports secure?
Are all the bars in place and securely fixed?
Is the frame base firmly secured?
Are the tube ends plugged?

Site:

Action Required

Sand Pit
Is the sand container surround in good condition?
Is the sand free of rubbish and fouling?

Ropes
Are all ropes secure and undamaged?

Multi-play Items
Are all parts securely fixed?
Are all guardrails present?
Are struts secure?
Are any finger or hand traps evident?

Signed:

Date:

Appendix F

TOLWORTH SCHOOL
Risk Assessment Sheet

Year/Class: **Visit to:** **Reason:**

Visit organiser : **Date & time of visit :** **Transport arrangements :** **Journey Time:** **Return to school:**	**Names of adults from school going on trip:** **Number of children:** **Adult/pupil ratio:** **Additional adults required:**

Outline of journey (including roads/ access to safe crossing points)	• • • • • •
Key children at risk (highlight in red any 1:1 pupils)	

Venue Details

Previously visited on:	**Date:**	**Is this venue specifically geared towards children?**	**Yes/ No**

Toilet facilities:		
Lunch arrangements:		
First Aid arrangements:		
Special Clothing:		**Equipment needed:**
Specific hazards eg: (pupils with SEN / medical needs / busy roads / water / very crowded / climbing apparatus / hygiene risks**)**		
Benefits:		
Additional information:		

Appendix G

Adventure Playground Rules

1) Only one child can come down the slide at a time, facing forwards.
2) Only one child on the climbing wall at a time.

3) Do not jump off any of the apparatus.
4) Everyone should start at the same end of the monkey bars and wait at the bottom of the ladder for their turn.
5) Don't climb on the handrails or fences.
6) No chasing games on the adventure.
7) Clean the handrails regularly.
8) Keep the Golden Rules.

Adventure Playground Guidance for Adults

- There should be a minimum of one adult supervisor to every 30 children.
- Please check the playground before use, especially when wet/icy, for any obvious hazards. e.g. fox poo. Children must not go onto the adventure without the supervision of a member of staff at any time, including before/after school.
- Pocket toys and fruit are not to be taken onto the adventure apparatus.
- Beware of loose clothing e.g. scarves or inappropriate shoes e.g. open-toe sandals.
- Children should not jump from any of the apparatus or push/pull each other whilst using it.
- When using the slides children should not climb up and should come down forwards to ensure they can see where they are going. Only one child should come down the slide at a time.
- Monkey bars should be used in one direction only, with children waiting on the ground not on the ladders. They are for hanging from NOT for climbing over.
- Children should sit inside the barrels not on the top.
- No chasing games on the adventure – these can be played on the main playground.
- Children should not climb on the handrails or fences.

Appendix H

Outdoor Equipment Rules

- **Learn how to use the equipment properly before use – details on the side of each piece of equipment**
- **Only one child on each piece of the equipment at a time**
- **While waiting, wait on the grass outside the safety floor area**
- **Do not push or shove people off the equipment**
- **Do not climb on the equipment inappropriately**
- **Swap over after a few minutes maximum**