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## Educational Visits

### Planning

Taking children out of school is a major responsibility for staff and careful planning is essential to ensure that a visit is safe and enjoyable.

All visits are planned with reference to our School Policy and the Policy, guidance and information provided by the LEA.



### Educational Visits Co-ordinator (EVC)

Our schools EVC has specific duties to undertake when organising school trips, this includes, a pre-visit to undertake a specific risk assessment, outlining hazards and appropriate control measures.

Approval for any off site visit must be granted by the educational visits co-ordinator and/or the Head teacher. The formal system for approval includes completion of an Application for the Approval of an Educational Visit.

### High risk activities

If the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit must also be sent to the Educational Visits Adviser by the EVC for approval that all the procedures have been satisfactorily completed.

## Fire Precautions

There are three things required to make a fire, they are: (a) oxygen; (b) fuel; and (c) source of energy. These three elements form what is commonly known as the 'Fire Triangle'. Once a fire is underway it needs to maintain sufficient levels of all three items, by taking one away the fire will be extinguished.

Our school assess the risks and provides sufficient controls to prevent a fire from occurring in the school. It is important to note that no matter how good the controls are there will always be an element of risk from fire. The controls should be suitable and effective and include appropriate training for all.

### Fire Extinguishers



The most common form of fire control is that of the extinguisher. Each extinguisher is designed to tackle a specific class of fire (e.g. water extinguishers for Class A fires – wood, paper etc.). All fire extinguishers are red with 5% of the body being colour coded for each type: red – water; blue – dry powder; black – CO<sup>2</sup>; and cream – foam. Extinguishers should only be used by those properly trained in their use and are provided only to aid a safe escape.

### Fire Escape

If a fire is discovered, raise the alarm and exit the building using the nearest escape. Our school has designated fire wardens to ensure everyone is out of the building and to liaise with the fire service. Only use fire equipment to aid your exit and once out of the building don't go back in until instructed to do so by a fire warden or the senior fire officer on duty.

## Health & Safety Training

Health and safety training is an integral part of the communication process to ensure that all staff are aware of the risks associated with their work activities. During your employment at our school you will be required to attend the following health and safety training courses (at no cost to you):

### Induction Training



When you commence work with our school you will attend a health and safety induction session (this may be included as part of your employment induction). The session will provide you with information on current safety legislation, school policies and procedures, risk assessments for the work activities you will be carrying out, safety rules and regulations, fire and emergency procedures (including first aid), accident reporting procedures and your health and safety duties.

### Refresher Training

Periodic refresher training will be provided, as required, at intervals not exceeding 2 years from the last training session.

### Job Specific Training

Training which is specific to your activities will also be provided where necessary. This training may be required by law, (e.g. Display Screen Equipment use) or it may be required for specific safety reasons (e.g. the safe use of interactive whiteboards).

**REMEMBER:** Communication is an essential part of health and safety – ask if you don't understand.