

Knockavoe School and Resource Centre



Health and Safety Policy November 2024

Principal: Sharon Cassidy

Date: 5/12/24

Chair of Governors: June Neill

Date: 5/12/24

Introduction

This policy describes Knockavoe School's approach to the management of health and safety.

Principle

To ensure that Knockavoe School is a safe learning environment for pupils and a safe place of work for staff and visitors it is essential that health and safety practices and expectations are established for the safety of the whole school community.

As a Rights Respecting School we prioritise the Articles within the UNCRC to ensure that all pupils feel safe when they come to school through our health and safety policy and practices. Our core values (see wordle below) underpin everything we do and will inform all decision making in relation to the implementation of this health and safety policy.

Article 3: 'The best interests of the child must be a top priority in all things that affect children.' UNCRC.

Article 24: 'Every child has the right to the best possible health.' UNCRC

This policy has been developed in consultation with pupils, staff and parents/guardians at Knockavoe School. Pupils work has been included throughout the policy.



Purpose and Aims

To provide a safe and healthy environment for pupils, staff, parents, Board of Governors and all other visitors to the school. This can only be achieved and maintained with close cooperation and active participation from all staff with clear guidance and protocols put in place.

To ensure that Knockavoe School complies with its statutory responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978, the Management of Health and Safety at Work Regulations (Northern Ireland) and all other relevant associated legislation to actively promote a positive health and safety culture.

The aim of our school is to create an atmosphere of carefulness both in and out of school. This is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

Curriculum

For children, good safety habits are taught as part of the whole school preventative curriculum. This can be through topics, for instance, a safe place to play which could include W.A.U., English or P.D.M.U., and the involvement of outside agencies such as the P.S.N.I., fire brigade, road safety officer etc. It might also be through a health-related topic such as smoking.




At Knockavoe children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene, The Daily Mile etc. A positive approach for healthy eating is maintained at school.


We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- From first arriving to school, transitioning around the school, in the classroom and on departure from school.
- When using equipment e.g. scissors, tools, PE apparatus
- When carrying out investigations e.g. a river, pollution, soil studies and other sensory learning activities.
- When on educational visits and outings.





I have the right to be safe



S

afety is important -

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nyone can get hurt if we

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eeling safe is our right

e

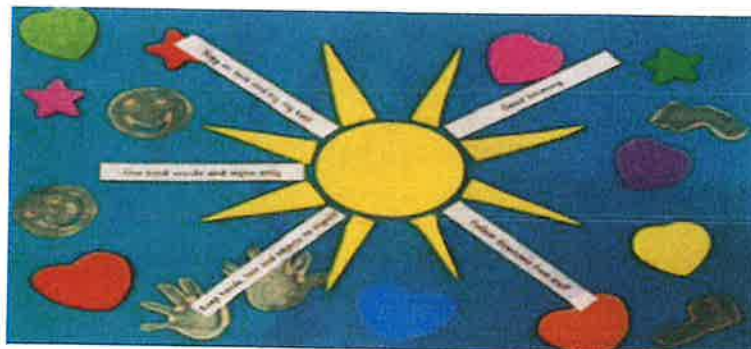
very adult in our school

HELPS KEEP US SAFE.

Knockavoe staff will **meet and greet** children in the morning as they arrive to school. Pupils will be safely escorted from the bus, car, taxi to the classroom. This also applies in the afternoon when children wait at the front entrance to the school. Staff will always wait with children until the transport arrives to take children home.

For any physical activity, children are asked to change into appropriate clothing. They are expected to have suitable footwear for indoor activities for better grip, and to wear trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery for safety reasons.

We have several positive actions (Knockavoe School VIPs- Very Important principles), which are for safety reasons, such as walking around school, playing in sight of an adult on duty, care of property etc.



Risk Assessments

Risk Assessments are central to the management of Health and Safety within Knockavoe School and Resource Centre.

Staff have a responsibility to carry out risk assessments and ensure that they are suitable and sufficient so that the health and safety of pupils and staff is considered with appropriate safety mitigations identified. Risk assessments should be submitted to the Principal or Vice Principal prior to an activity. In the absence of the Principal and Vice principal the Senior Leadership Team will oversee the monitoring of risk assessments.

Please note, a risk assessment will only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks. Further information on the Risk Assessment process is contained in the Manual for Principals and Governors:

<https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/health-and-3>

In the interests of safeguarding and child protection, staff will dynamically risk assess daily to ensure the safety and well being of all pupils. If an activity is considered a high risk and we are unable to safely mitigate the risks then an activity may need to be cancelled or postponed to a later date when it is considered safe to proceed.

Educational Visits

The term 'Educational Visits' refers to: 'all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons' school, and make a significant contribution to learning and development of those participating'.

In accordance with EA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents and risk assessments completed. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed, and a first aid kit and list of emergency phone numbers taken. Good planning and attention to safety will reduce the likelihood of accidents and lessen the seriousness of any that may occur.

The employing authority is legally obliged, to ensure that the health and safety of its employees and pupils in their care, is safeguarded while in any way affected by such employer's undertakings. This duty is imposed through occupational health and safety statute, specifically under The Health and Safety at Work (N.I.) Order 1978, and places responsibility upon employing authorities to ensure that their management arrangements in general, (but also those arrangements which encompass specific activities such as educational visits) are adequate to protect the health and safety of all those in any way affected by such employer's undertakings.

The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the staff to establish what needs to be put in place to allow the visit to proceed in a way which sufficiently manages the risks to which participants may be exposed.

The board of governors of a school has a statutory duty under Article 7 of the Education and Libraries (NI) Order 2003, to safeguard and promote the welfare of registered pupils at the school at all times when the pupils are in lawful control or charge of a member of staff of the school. The legal framework to protect children from harm is primarily provided by the Children (Northern Ireland) Order 1995 which became law on 4 November 1996 and repeals virtually all pre-existing legislation concerned with child protection. The central thrust of the Order is that the welfare of the pupil must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child protection.

The basic principles of child protection must always be kept in mind when undertaking an educational visit particularly where it includes a residential element. The pupil's welfare must always be paramount, and this overrides all other considerations.

All pupils have the fundamental right to be protected from harm. Pupils have a right to be heard, to be listened to and to be taken seriously.

Fire Drill

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest or safest exit. Persons in charge of classes will take up their registers and take their classes in an orderly fashion to the MUGA/Fenced Area by the safest exit route- **CLOSE ALL DOORS!**

- Take your Class List, and check that all the children are present.
- Follow procedures as detailed in your class PEEP (Personal Emergency and Evacuation Plan).
- Staff Member to check toilets are vacated.
- If a child is missing it must be reported to the Main Office.
- All staff/pupils should remain within the designated Fire Assembly Points.
- When the building has been declared safe by the Building Supervisor or a member of the Fire Safety Team, your class may then go in.
- Please make sure your children walk in and out of school safely, and in keep within Class groups. If your normal exit is blocked for any reason, then use the nearest available exit.

Lunchtime Fire Procedure

- All Staff on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- The Fire Safety Team will direct staff and evacuate all children from the building.

Fire and Bomb Alerts

Knockavoe has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out regularly. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

In the event of a fire or bomb alert the Principal (Ms Sharon Cassidy) or Vice Principal (Ms Grainne Dunne) or any other member of the Senior Leadership Team must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the 'all clear' has been given will permission be given to enable children and adults to re-enter the premises

If the alert is a practice, then the fire brigade and police will not be informed. (This alarm will trigger a response call from the NIFB to the School)

Smoking

- Knockavoe School and Resource Centre is a no-smoking site.
- Smoking is not permitted in any area of the school/site by staff, parents or visitors to the school.
- No-smoking signs are clearly displayed around the building.
- If any person is smoking on the site, they will be asked to leave.

Car Parking and Traffic Management

Car parking is a concern at Knockavoe as there is not enough spaces for the number of site users. Car Parking spaces are limited. Drivers parking cars at the school, near it, dropping/collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Where there is provision for disabled parking, only badge holders should use these spaces. At no time should the space reserved for school transport be obstructed. Parents are advised to adhere to specified drop off/pick up times and to park safely at all times.

All site users are asked to respect the traffic management safety mitigations including 5mph speed limit on site, one-way traffic system, adhere to set times for drop off and collection etc. Regular communications via text messages and/or newsletter will be shared with reminders and updates on safety mitigations.

Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children **must always** be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

Furniture

Chairs should be moved one or two at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the Building Supervisor will organise. Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Staging units are organised by Building Supervisor. The PA system must only be used and set up under adult supervision. Small items of equipment include tape players, CD players, PE/Music trolleys etc. These can be moved freely by the children. Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors using the automatic push button.

Items Children Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade

Security of the Premises

The Principal, Vice-Principal, and Building Supervisor are the designated key holders and are responsible for the security of the building.

Class Teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and lights/equipment switched off before leaving the premises.

Building Supervisor

It is the responsibility of the Building Supervisor and Assistant Building Supervisor to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults (checked weekly)
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

In the Absence of the Building Supervisor/Assistant Building Supervisor

It is the responsibility of the Principal and/or Vice Principal and/or any other member of the Senior Leadership Team to perform the above functions in the absence of the Building Supervisor. In addition, the Principal and/or Vice Principal is responsible for the security of the premises during the school day. All visitors are required to report to the General Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door. Due to the current traffic management challenges all morning drop off and afternoon collection should be swift in order to allow for efficient and effective flow of traffic on and off the site.

Any parent or visitor is welcome in school but is asked to report to the office if they enter the school during the day.

These points must be adhered to, but in no way detract from the open door policy of the school.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Principal or the Building Supervisor.
- All contractors must report to the general office. The Building Supervisor will then be informed of their arrival.
- Contractors will work under close supervision of the Building Supervisor so as not to endanger the health and safety of children or adults in school. Where possible, contractors will carry out any work when pupils are not in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas unless otherwise agreed by the Principal.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Building Supervisor and any concerns reported to the Principal, the contractor concerned and the appropriate department at the Education Authority.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- *Smoking in the building or in the grounds as we are a no-smoking school;*
- *Talking to the children (our children are asked not to talk to strangers);*
- *Moving vehicles when children are at play;*
- *Working on or near the playgrounds when the children are at play;*
- *Leaving equipment around;*
- *Playing music during school hours.*
- *Ensure appropriate PPE is worn at all times*

If you have any problems, please see the Principal or the Building Supervisor.

The Use of Hazardous Substances in School

All substances which may be hazardous are kept in the Building Supervisor's store (Basecamp).

Any member of staff using chemicals must:

- Check the substance with the Cleaning Supervisor and/or Building Supervisor (Only use cleaning products supplied by the School).
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Principal of any difficulties

Policy on the Administration of Medicines during School Hours (see Policy)

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Any medication brought in to school will be stored safely in a locked cabinet.

For further clarification please see *The Administration of Medication Policy*

Policy on First Aid in school – see school policy.

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

The Designated First Aid Team are available for assistance if/when required.

The qualified first aiders:

Caroline Mc Daid

Myra Grier

Louise Jack

Sonya McGill

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes

Location – Primary and Secondary Corridors and in the modular buildings (FE and Early Years).

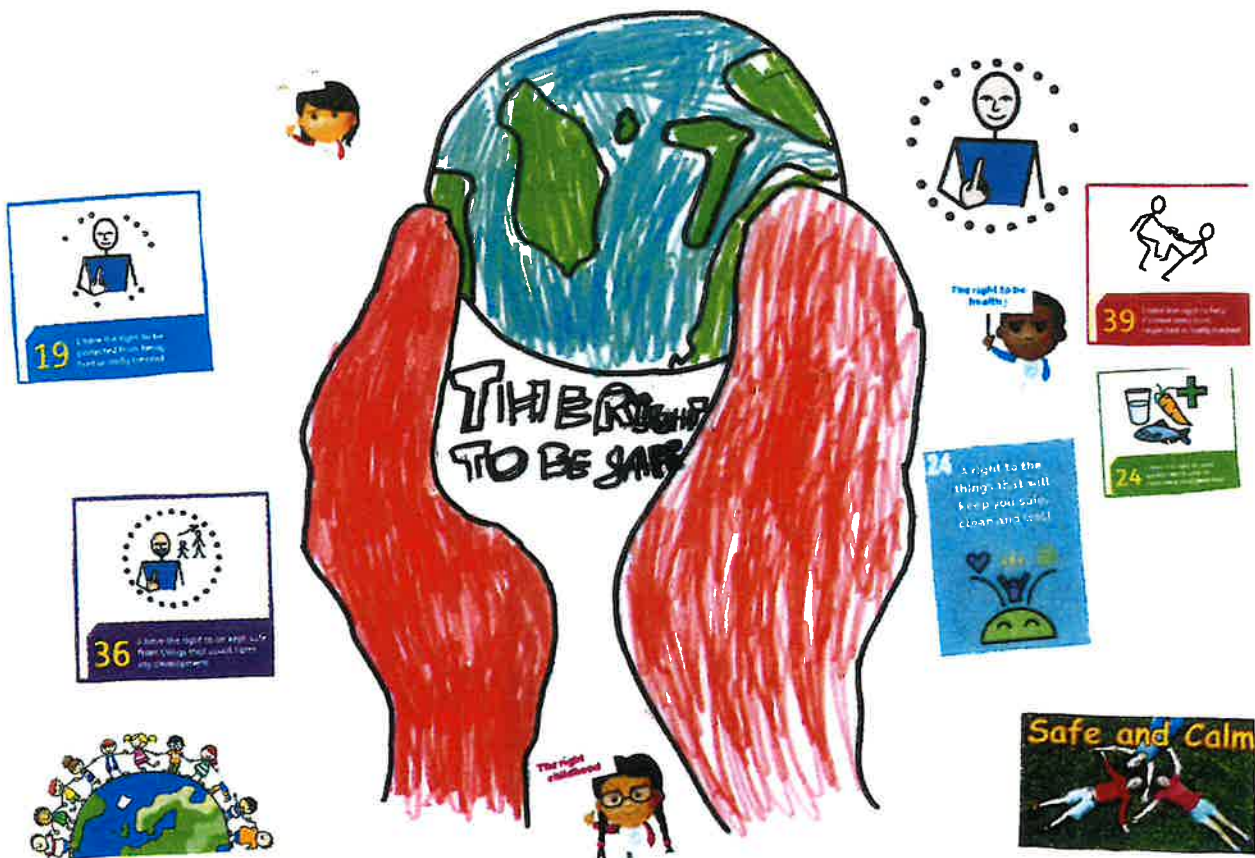
Contents of First Aid Boxes managed by member of First Aid Team.

Allergies/Long Term Illness

An annual Data Collection Form is kept in the Main Office, which includes updated medical information, including, any child’s allergy to any form of medication (if notified by the parent), any long term illness, for example asthma, and details on any child whose health might give cause for concern.

Courses

First aid courses are advertised periodically and all staff are welcome to attend.



Accidents/Recording Accidents

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff.

A fully equipped first aid box is kept in each Corridor (Primary and Secondary) and in each of the modular buildings (FE Centre and Early Years).

If an accident is more serious, the aim of the school is to get the child emergency medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Mrs. Sayers and Miss Dunne are the school's designated teachers in charge of First Aid. Online accident forms are filled in for any accident requiring professional medical attention or caused by any defect in the school or its equipment.

Reporting an accident is a legal requirement. Accidents should be reported promptly by Knockavoe staff using the online reporting portal. You should only state the facts and all relevant information about the accident, including events leading up to the accident, do not make assumptions or offer opinions. Accidents must not be logged by the injured party.

All incidents/accidents must be recorded online. All details need to be filled in, including any treatment given. Parents/Carers will be contacted to inform them of any accident.

In order to assist in the reporting procedure, it is essential that all accidents/ incidents, however trivial, are reported to the employing authority, using the Education Authority's (EA) accident report forms.

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days' consecutive absence
- Other accidents

Accidents in the first three categories should be reported immediately to:

Education Authority
Hospital Rd
Omagh
Tel: 028-82411411

The accident should be reported by telephone immediately, and then confirmed in writing on an accident report form.

If the accident is more than a minor one for child or adult, please report it immediately to the Principal who will send for an ambulance if needed and contact parents. Contact parents/guardians to communicate details of any accident in school.

Other accidents

- If a child has a bump on the head you must send a letter home and contact the parent/carer by telephone at the time of the accident.

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Accident Documentation /Accident reporting

Incident resulting in:

- Death or major injury
- More than 3-day injury (not a major injury)
- All other injuries
- Non-injury accidents
- Occupational disease

Seek advice in the first instance from the EA's health and safety section.

In the event of an accident resulting in any of the above, the following procedure must be followed:

- Report the incident immediately by telephone to the Employing Authority.
- Record all the relevant details on an accident report form (name, address, occupation, details of accident etc.).
- Submit the completed report form to the appropriate department as indicated on the report form, within 24 hours of the accident date.

Keep a copy of the completed form for record purposes.

General information

Accident report forms must be completed by Knockavoe staff and **not** by the injured party.

Fill in as much detail as possible on the report form and give a truthful and accurate account of the accident. Give the names of any witnesses to the incident and attach

completed witness statements to the report form. This information may be used as evidence in any subsequent court cases.

Incidents where staff are hurt should also be reported on the online accident reporting portal. Staff are asked to report all injuries and to provide relevant details. If a member of staff is absent from work for more than 3 consecutive days due to an injury at work this will be reported to the Health and Safety Executive. The EA school Health and Safety Officer, Maggie Sludden, will consult with the school principal regarding the details of the incident/accident.

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Inspectorate under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty. (For a more detailed statement refer to the EA Manual)

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

- Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone.
- If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but the appropriate form must be completed and sent to the Board within seven days of the accident.



Pupil Accidents

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

For more information on reporting accidents please visit:

<https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/OnlineAccidentReportingSystem>

Use of Personal Protective Equipment during a pandemic

All staff in school will be expected to follow the control measures to help reduce risk of transmission of infection. Part of these control measures include the use of personal protective equipment. In the unlikely event of a future pandemic the following guidelines should be adhered to by all staff and any visitors to the school:

- Face coverings are recommended in corridors and communal areas;
- Medical masks, visors, gloves and aprons should be worn for any aspect of intimate care;
- PPE should be disposed of safely in the designated PPE bins which will be emptied daily by the Building Supervisor;
- Staff must watch the EA donning and doffing videos;
- Specialist FFP3 masks need to be face fitted by Health professionals for staff involved in administering Aerosol Generated Procedures. Fluid resistant gowns, extendable gloves and hair masks may also be required. Details of this will be included in a child's individual risk assessment for administration of an AGP;
- PPE is available from the Building Supervisor at set times during the school day;
- Staff can wear their own face coverings. It is strongly recommended that these are washed on a daily basis.

Monitoring and Evaluation of this Policy

This policy will be reviewed annually by the Principal, Senior Leadership Team and the Health & Safety Development Team and shared with staff and all other relevant stakeholders.

The EA recommended checklist will form part of this process. Where a 'No' is recorded then appropriate action will be taken as a priority area for development.

See Appendix 1

Further support and EA advice can be accessed at:

<https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/health-and-3>



Appendix 1

Manual for Principals and Governors

Health and safety monitoring checklist

SCHOOL NAME	
HEALTH AND SAFETY STAFF	
DATE	

HEALTH AND SAFETY CHECKLIST		Yes	No	Comments
Health and Safety Policy and Guidance				
1	Is a copy of the Health and Safety Policy available, signed and dated by the Principal and Board of Governor Chairperson?			
2	Are staff aware of the Health and Safety Policy?			
3	Is a Health and Safety Law poster displayed?			
4	Are you aware of the EA Health and Safety Manual for Principals and Board of Governor's?			
Accident Reporting				
1	Are all staff aware of the EA Accident Reporting Procedures/Near Miss Reporting? <i>(prompt reporting of accidents using online system)</i>			
2	Is there a process of accident investigation or evaluation, following accidents to identify trends and patterns, prevent reoccurrence, identify additional training needs or remedial actions implemented?			
School Staff and Board of Governors				
1	Is Health and Safety communicated to staff?			
2	Is Health and Safety a standing item on the agenda of all staff and Board of Governor meetings?			
3	Are you aware of the Health and Safety Monitoring Checklist which is recommended to be completed annually with your Board of Governors?			
Risk Assessments				
1	Are Risk Assessments completed for e.g., Building Supervisor, Lone working, School trips, School events, Security, Traffic Management etc?			
2	Is a procedure in place for communicating Risk Assessments, including any updates or reviews to staff and evidence to support this? (i.e. signature sheet etc.)			
3	Are Risk Assessments reviewed annually and/or following an accident or incident or changes of work practices.			
4	Are specific Risk Assessments carried out for pregnant women and young persons, where applicable?			

HEALTH AND SAFETY CHECKLIST		Yes	No	Comments
5	Do staff complete the Health and Safety Awareness and Risk assessment Training available online? (Staff should complete this relevant training every 3 years).			
6	Are COSHH Assessments carried out for the higher risk chemicals and for all hazardous products, substances and processes?			
7	Are all hazardous materials identified and are Material Safety Data Sheets (MSDS) available?			
8	Are hazardous substances stored safely and suitably labelled?			
9	Is appropriate PPE supplied to staff when deemed necessary by Risk Assessment?			
10	Are Display screen equipment (DSE) Risk Assessments completed for staff who routinely use DSE?			
First Aiders and Certificates				
1	Are all First Aid Certificates current, valid and renewed within 3 years?			
2	Is there an appropriate number of staff holding current First Aid Certificates as dictated by your First Aid Needs Risk Assessment.			
3	Is the current list of First Aiders displayed and staff aware of who they are?			
4	Does the school have an Automated External Defibrillator (AED) and is it checked regularly? (Checks to include battery date and fully stocked with supply kit).			
School Emergency Plan and Security				
1	Do you have a completed School Emergency Plan pro-forma?			
2	Has the school suitable and sufficient security cover for the premises e.g. CCTV fully functional, door access control fencing, visitor sign in facilities etc.?			
Outdoor Play Areas				
1	Are inspections of outdoor play areas and play equipment completed routinely and recorded?			
2	Has all outdoor fixed play equipment an annual RPII Inspection as recommended? (EA Tender available).			
Educational Visits				
1	Are staff roles and responsibilities for each educational			

LEVEL 2

HEALTH AND SAFETY CHECKLIST		Yes	No	Comments
	visit clearly communicated prior to the visit?			
2	Have staff referred to EA Educational Visits Guidance?			
3	Are there suitable and sufficient Risk Assessments carried out for all visits?			
EA Helpdesk				
1	Is the school aware of procedures for contacting the EA Helpdesk to log a call? (contact details and do the school know their designated EA Maintenance and EA Mechanical and Electrical Officer).			

