



University Technical College Warrington (UTCW)

Health & Safety Policy

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1. Summary of Roles and Responsibilities

The ethos of UTC Warrington is that Health and Safety is everyone’s responsibility to ensure that there is a safe working environment throughout the building. The following section outlines the roles and responsibilities of staff members of UTCW.

Overall responsibility for Health and Safety Trust Board delegated to
within UTCW is that of: Mr C Hatherall – Principal

Day-to-day responsibility for ensuring this policy Mr J Baird - Health and Safety Officer
 is put into practice is delegated to:

Name	Responsibility
Mr D Twist	COSHH and Science
Mr D Twist	COSHH and Cleaning
Mr P Rigby	Approval of Education visits in consultation with the Principal, Educational Visits Co-ordinator and Trust Board.
Mr J Baird	Fire
Mr P Rigby	Physical Education
Mr J Baird	H&S Co-ordinator, Training and CPD
Mr C Hatherall	Lockdown Manager
Mr J Baird	Deputy Lockdown Manager
Mr J Baird	Recording of Accidents at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Mr J Baird	Recording of ill health at work reported under RIDDOR: (Reporting of Injuries, and Dangerous Occurrences Regulations) First-Aid box checking. H&S Notices. H&S Administration.
<p>All employees must:</p> <ol style="list-style-type: none"> 1. Co-operate with managers and Senior Leaders on Health and Safety matters; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety. 4. Report all Health and Safety concerns to an appropriate person (as detailed in this policy statement). 	<p>Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.</p> <p>Equally, if employees have any concerns over Health and Safety issues, they must be clear about whom they must tell, so that concerns can be addressed.</p>

2. COMPLIANCE

2.1. This policy has been prepared with due regard to the following statutory provisions and guidance:

2.1.1. Health and Safety at Work etc. Act (1974)

2.1.2. Management of Health and Safety at Work Regulations (1999)

2.1.3. The Department for Education's, Health and safety: advice on legal duties and powers (February 2014).

3. ABOUT THIS POLICY

3.1. University Technical College Warrington (UTCW) is committed to ensuring the health and safety of employees, students and to providing a safe and suitable environment for all those attending the UTCW site.

3.2. The purpose of this policy is to confirm UTCW's commitment to:

3.2.1. The assessment and control of health and safety risks arising from work and learning activities in order to provide a safe and healthy working and learning environment;

3.2.2. Preventing accidents and work-related ill health;

3.2.3. Consultation with employees and their representatives on matters affecting their health and safety;

3.2.4. Compliance with statutory requirements as a minimum;

3.2.5. The provision and maintenance of a safe workplace and equipment;

3.2.6. Providing effective information, instruction, training and supervision in safe working methods and procedures;

3.2.7. Providing clear emergency procedures in cases of fire or other major incident;

3.2.8. Monitoring and reviewing internal systems and prevention measures to ensure they are effective;

3.2.9. Assessing and controlling risks that may arise from curriculum and non-curriculum work activities;

3.2.10. Ensuring adequate welfare facilities exist throughout UTCW;

3.2.11. Recognising that Trade Union Safety Representatives play a valuable role and UTCW recognises the mutual benefit that arises from supporting their work.

3.3. This policy does not form part of any employee's contract of employment and UTCW may amend it at any time;

3.4. This policy applies to all students, employees, supply staff, consultants, contractors and visitors.

4. ROLES AND RESPONSIBILITIES

4.1. UTCW has overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.

4.2. The Trust Board has the responsibility to ensure that:

4.2.1. It develops and regularly updates an appropriate Health and Safety Policy which promotes the correct attitude towards the safety of its employees and students;

4.2.2. Responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of their responsibilities;

4.2.3. Persons have sufficient experience, knowledge and training to perform the tasks required of them;

4.2.4. Clear procedures are created which assess the risk from hazards and produce safe systems of work;

4.2.5. Sufficient funds and resources are set aside with which to operate safe systems of work;

4.2.6. Health and Safety performance is appropriately measured;

4.2.7. This policy and related performance is reviewed annually.

4.3. The Trust Board has delegated responsibility to the Principal of UTCW for ensuring that:

4.3.1. This policy is communicated adequately to all relevant persons;

4.3.2. Appropriate information on significant risks is given to visitors and contractors;

4.3.3. Appropriate consultation arrangements are in place for employees and their Trade Union Safety Representatives;

4.3.4. All employees are provided with adequate information, instruction and training on Health and Safety issues;

4.3.5. Risk assessments of the premises and work practices are undertaken;

4.3.6. Safety systems of work are in place and identified from risk assessments;

4.3.7. Ensure appropriate Health and Safety notices are displayed on site;

4.3.8. Ensure that emergency procedures are in place;

4.3.9. Machinery and equipment are inspected and tested to ensure it remains in safe condition;

4.3.10. Records are kept of all relevant Health and Safety activities such as assessments, inspections and accidents;

4.3.11. Appropriate arrangements are in place to monitor the Health and Safety on the premises and performance of Health and Safety responsibilities;

4.3.12. Reported accidents are investigated and any remedial actions required are taken or requested;

4.3.13. A report to the Trust Board on the Health and Safety of UTCW is completed on a regular basis.

4.4. UTCW's Health and Safety Officer is Jeff Baird. The Health and Safety Officer is responsible for:

4.4.1. Co-ordinating and managing the risk assessment process for the UTCW;

4.4.2. Co-ordinating the termly general workplace monitoring inspections and performance monitoring process;

4.4.3. Making provision for the inspection and maintenance of work equipment on site;

4.4.4. Advising the Principal of UTCW of situations or activities which are potentially hazardous to the health and safety of employees, students and visitors;

4.4.5. Ensuring that all employees are adequately instructed in safety and welfare matters in connection with their specific work place and the UTCW generally;

4.4.6. Carrying out any other function devolved to him/her by the Principal or the Trust Board

4.4.7. Unsafe conditions are reported and dealt with to agreed timetables.

4.5. Teaching/Non-Teaching employees holding posts of special responsibility (this includes the Vice Principal, Faculty Leaders, Progress Leaders, Business Manager, Executive Assistant and Site Staff are required to:

4.5.1. Apply this Health and Safety Policy to their own phase/department or area of work and be directly responsible to the Principal for the application of the Health and Safety procedures and arrangements;

4.5.2. Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Principal or Health and Safety Officer of any problems to which they cannot achieve a satisfactory solution within the resources available to them;

4.5.3. Ensure that all employees under their management are familiar with the Health and Safety procedures for their area of work;

4.5.4. Resolve health, safety and welfare problems that employees refer to them, or refer to the Principal or Health and Safety Officer any problems to which they cannot achieve a satisfactory solution within the resources available to them;

4.5.5. Carry out regular inspections of their area of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as required;

4.5.6. Ensure, as far as reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;

4.5.7. Ensure all accidents are investigated in an appropriate manner;

4.5.8. On request, contribute information to termly Health and Safety reports to Governors.

4.6. The nature of the role of classroom teachers is such that classroom teachers are expected to:

4.6.1. Exercise effective supervision of the students for whom they are responsible and to know the procedures in respect of fire, First Aid and other emergencies, and to carry them out as and when required;

4.6.2. Follow the Health and Safety procedures applicable to their work;

4.6.3. Give clear oral and written health and safety instructions and warnings to students as often as necessary;

4.6.4. Ensure the use of personal protective equipment and guards where necessary;

4.6.5. Make recommendations to the Principal or Health and Safety Officer on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;

4.6.6. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education;

4.6.7. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought on site without prior authorisation;

4.6.8. Report all accidents, defects and dangerous occurrences to the Principal or Health and Safety Officer

4.7. Apart from any specific responsibilities that may be delegated to an individual employee, all employees must:

4.7.1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, students and other persons;

4.7.2. Observe all instructions on Health and Safety issued by the UTCW Principal or any other person with delegated responsibility for Health and Safety matters;

4.7.3. Act in accordance with and Health and Safety training received;

4.7.4. Report all accidents and near misses in accordance with current procedures. This report should separate into staff/students/visits/contractors.

4.7.5. Inform their line manager of all potential hazards to Health and Safety and of any other potential Health and Safety issues they identify;

4.7.6. Exercise good standards of housekeeping and cleanliness;

4.7.7. Know and apply the procedures in respect of fire, First Aid and other emergencies.

4.8. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure the Health and Safety implications of such work or purchases are considered and relevant standards met.

4.9. Employees entrusted with responsibilities for specific aspects of Health and Safety or welfare must satisfy themselves that those responsibilities are re-assigned in an appropriate manner in their absence. Such re-assignments must be approved by the Health and Safety Officer.

4.10. Students in accordance with their age and aptitude, are expected to:

4.10.1. Exercise personal responsibility for the health and safety of themselves and others;

4.10.2. Observe standards of dress consistent with safety and/or hygiene;

4.10.3. Observe all of the health and safety rules of UTCW and in particular comply with the instructions provided to them by staff in the event of an emergency;

4.10.4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

4.11. Failure to comply with this policy may be treated as misconduct and dealt with under the UTCW's Disciplinary Procedure.

4.12. The Trust Board and the Principal recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Health and Safety Representatives are permitted by law to investigate accidents and potential hazard, pursue employee complaints and carry out inspections when directed wherever practicable. However, they are not part of the management of UTCW and are not carrying out Health and Safety duties on behalf of the Trust Board or the Principal.

4.13. Health and Safety representatives are also entitled to paid time off to train for and carry out their Health and Safety functions. Time off for training Health and Safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the

information on health and safety which they have the right to have under the Health and Safety at Work Act (1974).

5. HEALTH AND SAFETY ARRANGEMENTS AND PROCEDURES

5.1. Training

5.1.1. UTCW will ensure that all employees are given adequate training and supervision to perform their work competently and safely.

5.1.2. Employees will be given a Health and Safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE) as required depending upon the nature and requirements of their individual role.

5.2. Equipment

5.2.1. Employees must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to the relevant line manager.

5.2.2. No employee should attempt to repair equipment unless trained to do so.

5.2.3. The Health and Safety Officer is responsible for ensuring equipment safety and maintenance.

5.2.4. Students must also be given guidance on safely when using any equipment during their time at UTCW.

5.3. Accidents, First Aid and Incident Reporting

5.3.1. Details of First Aid facilities and the names of trained First Aiders are displayed on the notice boards.

5.3.2. All accidents, injuries and near misses, however minor, should be reported to the Health and Safety Officer and recorded in the Accident Book which is kept in Reception.

5.3.3. All after-hours clubs/activities should adhere to the accident reporting and First Aid procedures in place (Check First Aid Policy). Any accidents, injuries or near misses that take place at such clubs or activities should be recorded in the Accident Book and reported to the Health and Safety Officer as soon as possible on the next working day.

5.3.4. The Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] (2013).

5.3.5. An accident report identifying trends in accidents/incidents is provided to the Trust Board on a regular basis.

5.3.6. Full details of First Aid procedures can be found in the UTCW First Aid Policy.

5.4. Administration of Medicines

5.4.1. The administration of medicine must be done in accordance with the UTCW's procedures. (Check the First Aid policy)

5.5. Contractors

5.5.1. Contractors are selected following effective procurement and tendering with due regard to Health and Safety. The Health and Safety Officer and the Business Manger are responsible for liaison with contractors to exchange Health and Safety information, agree safe working practices and exchange risk assessments.

5.5.2. All contractors must sign in and out using the Sign- in book and review the contractor hazard information.

5.5.3. Employees must report immediately any concerns regarding contractors to the Health and Safety Officer or Principal.

5.6. Curriculum Safety

5.6.1. Within UTCW, employees are required to have appropriate training in order to teach all areas of the primary curriculum.

5.6.2. A number of generic risk assessments for routine UTCW activities are held in the facilities office, or online via teams. Teachers are responsible for considering the risks associated with activities undertaken within UTCW and should complete a written risk assessment for unusual

activities or those undertaken for the first time. These assessments should be submitted to the Health and Safety Officer for inclusion in the UTCW's Risk Assessment file.

5.6.3. Employees teaching PE are guided by the Association of Physical Education guidance.

5.7. Computers and display screen equipment

5.7.1. If an employee uses a computer screen or other display screen equipment (DSE) habitually as a significant part of his/her work, he/she should:

5.7.1.1. Try to organise his/her activity so that he/she takes frequent short breaks from looking at the screen;

5.7.1.2. Undertake a workstation assessment to which he/she is entitled;

5.7.1.3. Have an eyesight test by an optician to which he/she is entitled at the expense of the UTC;

5.7.1.4. Contact his/her manager or the Business Manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if the employee develops eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) he/she can request a further eye test at any time.

5.8. Electrical Equipment and Testing

5.8.1. The inspection and testing of portable electrical equipment is carried out on an annual basis by a qualified person, who provides records of inspection and testing. This record is kept in the Facilities office.

5.8.2. Defective equipment should be reported to facilities@utcw.co.uk.

5.8.3. Personal electrical equipment should not be used in UTCW.

5.10. National Health Alerts

5.10.1. In the event of an epidemic or pandemic alert the UTCW will organise its business operations and provide advice on steps to be taken by employees, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the Principal.

5.10.2. It is important for the health and safety of all UTCW employees and students that instructions issued in these circumstances are complied with.

5.11. Fire Safety

5.11.1. All employees and students should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in classrooms and offices as appropriate. All fire exits have appropriate signage.

5.11.2. If a fire alarm is heard, the building must be immediately evacuated by the nearest fire exit and everyone in the building are required to go to the fire assembly point shown on the fire safety notices. Belongings should not be collected during an evacuation. Lifts must not be used during this time. Fire Marshalls will assist in the evacuation of the building and their instructions must be followed. The building should not be re-entered until clearance has been given.

5.11.3. If a fire is discovered attempts should not be taken to tackle it unless it is safe or the person attempting to tackle the fire has been trained or feels competent to do so. The nearest fire alarm should be operated and, if there is sufficient time, Reception contacted, and the location of the fire reported.

5.11.4. All staff will be trained in the correct use of fire extinguishers. Fire extinguishers are checked annually.

5.11.5. The Health and Safety Officer should be notified if a student, member of staff has a condition for example, impaired mobility that might impede the evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant Fire Marshals and colleagues working in the vicinity.

5.11.6. Fire drills will be held at least twice per year. Evacuation times and any issues which arise are reported to the Trust Board.

5.11.7. The fire alarm is tested weekly by the Health & Safety Officer.

5.11.8. The Health and Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

5.11.9. The UTC Fire Evacuation Policy provides more details.

5.12. Outdoor Equipment (From January 2018)

5.12.1. Outdoor equipment will be checked annually. The Caretaker is responsible for undertaking additional regular visual checks. The relevant risk assessment attached to such equipment will also be reviewed annually and updated as appropriate.

5.12.2. Employees on duty during breaks and when outdoor equipment is otherwise in use are responsible for ensuring students are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision or if inclement weather (damp/icy conditions) means that equipment becomes unsafe to use on a particular day.

5.12.3. All employees are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Caretaker or Health and Safety Officer.

5.13. UTCW Transport

5.13.1. Staff should use the College minibuses whenever possible for all UTCW transport.

5.13.2. Staff must follow the recommendations in the 'Use of Company Vehicle' policy.

5.13.3. Employees should not routinely transport students in their own vehicles. Where this has been agreed the adult transporting a student is required to have relevant permission from the Principal, to hold a current driving licence, have appropriate insurance to cover the transportation of children under business use and a roadworthy car with an appropriate MOT certificate in place.

5.14. Security

5.14.1. UTCW is open to employees from 7.00am Monday to Friday during term time.

5.14.2. Gates are opened to allow parental access to the site between 8.30am to 4.30pm. Outside these times gates to the site are locked and access is via the main entrance. It is the responsibility of the Facilities team to ensure gates are locked.

5.14.3. The Facilities team, or key holder designated by the Principal is responsible for securing the UTCW site at the end of each UTCW day, at weekends or during the end of term holidays.

5.14.4. The UTCW site is alarmed.

5.15. Site Maintenance

5.15.1. The Site Manager is responsible for ensuring the day-to-day maintenance of the UTCW building and site.

5.15.2. A planned preventative maintenance schedule is in place for the site. It is the responsibility of the Business Manager to ensure that the schedule is adhered to and to inform the Principal of any delays or issues.

5.15.3. All employees are responsible for reporting hazards or maintenance issues to the Facilities team or Health and Safety Officer. Any issues of significant concern/danger should be immediately reported to facilities@utcw.co.uk Health and Safety Officer or member of SLT.

5.15.4. Safety signage is used on site in line with statutory requirements. All employees have responsibility for reporting any missing signage or any concerns about the signage to the Facilities team or Health and Safety Officer.

5.16. Visitors, Volunteers and Work Experience

5.16.1. All visitors, volunteers and work experience students are required to sign in on arrival. Visitors and volunteers will be given a card/lanyard which they must wear/display at all times whilst on UTCW premises.

5.16.2. On a first visit to the UTCW volunteers are given a copy of the UTCW's Safeguarding information and made aware of the fire evacuation arrangements. They are required to sign they have read and understood the information. It is the responsibility of the employee who is supervising the visitor to ensure that they are aware of any particular Health and Safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.

5.16.3. Volunteers are subject to enhanced DBS checks.

5.16.4. Volunteers and work experience students are inducted in line with the UTCW's induction arrangements.

5.17. Working at Height

4.17.1. All employees should use the appropriate equipment e.g. kick stools to affix displays etc. above head height and have due regard to their own health and safety and that of others. Employees should never use chairs or tables in place of the appropriate equipment.

5.17.2. Employees undertaking work at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to such work being carried out.

5.17.3. Contractors working at height are required to complete appropriate paperwork and are dealt with under the UTCW's contractor management arrangements

5.18. Staff who use the building during holiday time must sign in and inform facilities staff that they are in the building. Anyone working alone in the building must comply with the Lone Worker Policy.

6. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

6.1. UTCW carries out general workplace risk assessments periodically. It is the responsibility of the Health and Safety Officer to ensure that risk assessments are carried out, recorded and reviewed annually. Class teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom/workshop while the students are in their care. Risk assessments linked to SEND students are the responsibility of the SENCO. Risk assessments linked to students with individual Healthcare Plans are the responsibility of the class teacher.

6.1.1 Expectant mothers must inform the Principal by the 15th week before the baby is due so that they can be advised of any special precautions or changes to working practices and that a risk assessment can be completed.

Risk assessments for pregnant employees are the responsibility of the individual's line manager and overseen by the Business Manager.

6.2. The purpose of risk assessments is to assess the risks to health and safety of employees, students, visitors and other third parties as a result of the UTCW's activities, and to identify any measures that need to be taken to control those risks.

6.3. All risk assessments are reviewed on an annual basis (except risk assessments for UTCW trips or internal event days which should be reviewed each time the trip or event takes place).

6.4. Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

6.5. All lifts and hoists for use by disabled employees and/or students are inspected by a competent engineer on a six-monthly basis. Lifting equipment not used to lift people is inspected on an annual basis.

6.6. When working alone in the premises a suitable lone working risk assessment should be carried out for the task being undertaken. - see above This assessment should give particular attention to contact information and how to deal with emergency situations. Suitable arrangements must be made for potentially hazardous tasks. See the lone worker policy.

6.7. The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary. The Site Manager is responsible for ensuring that hazard data

sheets are completed and retained on site. With reference to cleaning products the Site Manager should undertake the necessary risk assessments and ensure employees are properly trained in the use and storage of hazardous substances and on the use of protective equipment. In Science, Art and Engineering CLEAPSS guidance is applied.

6.8. All off-site trips and educational visits will be subject to risk assessment. Parental permission is required before students participate in off-site visits in most cases. All risk assessments must be uploaded onto Evolve. During trips medication can only be administered by designated employees as identified in the risk assessment pertinent to that trip. A standard consent form can be found at Appendix 1. Further details can be found in the UTCW Educational Visits Policy.

6.9. Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means e.g. gloves, goggles, ear defenders and suitable attire for working during winter. It is the responsibility of the Health and Safety Officer to ensure that there is suitable protective equipment for site employees and that it is used. All employees have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the Health and Safety Officer.

6.10 Skin Infections and Hand Care

To reduce the risk of dermatitis, oil acne or skin cancer, staff will be advised to always avoid unnecessary skin contact with oils and chemicals; gloves and protective clothing should be worn where necessary.

Barrier creams should be used before work commences as it provides a barrier between the skin and harmful chemicals, oils and dirt. Oily or chemical soiled rags should not be placed in pockets.

Clothing must be changed if it has become contaminated with chemicals, flammable liquids or oils.

6.11 Smoking

Smoking is not permitted anywhere on the UTC site.

6.12 Noise

Where noise cannot be controlled at source, all personnel must wear ear protectors in areas where high noise factors exist.

Appendix 1

CONSENT FORM FOR UTCW TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your son/daughter, name of the child:

- a) To take part in trips and other activities that take place off UTCW premises; and

- b) To be given first aid or urgent medical treatment during any UTCW trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

All visits (including residential trips) which take place during the holidays or a weekend;

Adventure activities at any time;

Off-site sporting fixtures outside the UTCW day.

The UTCW will send you information about each trip or activity before it takes place.

You can, if you wish, tell the UTCW that you do not want your child to take part in any particular trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the UTCW – for example, year-group visits to local amenities – as such activities are part of the UTCW’s curriculum and usually take place during the normal UTCW day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical Information

Details of any medical condition that my child [insert name of child] suffers from and any medication my child should take during off-site visits:

.....
.....
.....
.....
.....

Signed.....

Date.....