

Mount St Mary's College



MOUNT
BARLBOROUGH HALL
EDUCATING MEN AND WOMEN FOR OTHERS SINCE 1842

Educational Visits Policy

Policy written by: Lucy Kitchener (Educational Visits Coordinator)

Policy Date: October 2022

This Policy is for: Mount St Mary's College

Linked Policies: Safeguarding, Health and Safety, Risk Assessments, Major Incidents Policy

Review date: October 2023

Educational Visits Policy

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Section 1

Policy Statement

Name of Headmaster and EVC

Headmaster: Mr Dan Wright
Education Visits Coordinator (EVC): Mrs Lucy Kitchener

Introduction

Mount St Mary's views educational visits as a very important part of the provision for its students. In particular, it allows them the opportunity to undergo experiences not available in the classroom. As well as the educational benefits, students participating in visits advance their understanding of themselves and others. Visits are to be encouraged and form an important part of the enhancement of the curriculum.

It is not the aim of this policy and guidelines and procedures to implement a bureaucratic system that is too onerous and as a result deter staff from organising off site visits and activities. They simply reflect the current national guidance and regulations, and the school's commitment to ensuring the safety of its staff and students during off site visits and activities.

The school has a duty to its students and staff to protect them from risks to their health and safety, so far as is reasonably practicable.

In order to ensure that the school takes all reasonable measures with regard to the health and safety of its students on educational off site visits/activities, the school shall ensure that guidelines and procedures are in place, updated regularly and adhered to by all staff.

Responsibilities for visits – the expectations of the law

As teachers are trained professional people, courts have tended to expect them to exercise a higher standard of care 'in loco parentis' than that which might be expected from the ordinary parent.

Courts have recognised over the years that some educational environments present a greater hazard than a classroom and that a 'higher duty of care' applies.

In the case of a residential experience, teachers are responsible for the students in their care 24 hours a day, 7 days a week.

In outdoor activities the law would quite reasonably expect the teacher to operate a system in which safe equipment is used, in conditions free from unforeseeable risk.

The school responsibilities

The school has overall responsibility for off-site visits including health and safety arrangements. In practice it delegates this responsibility to the Headmaster or EVC as a management function.

Headmaster

The Headmaster has overall responsibility for the final approval of visits.

Educational Visits coordinator

The EVC has responsibility for the implementation, day to day management, evaluation and review of this policy and supporting procedures.

The Visit Organiser

The Visit Organiser has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

Other Staff

Other staff are responsible for ensuring the health and safety of everyone in the group, follow instructions of the Visit Organiser and help with the control and discipline of the students. They should consider stopping the visit, notifying the Visit Organiser, if they think the risk to the health and safety of the students in their charge is unacceptable.

Conclusion

This policy will be reviewed every two years unless circumstances warrant an earlier review.

The guidelines, checklist and forms will be reviewed periodically.

Section 2

Guidelines and procedures for the management of School Visits

Introduction

Staff are expected to adhere to these guidelines and procedures in planning and carrying out a visit with students whether the visit is one that is short and local by nature or whether it is a longer visit, perhaps involving other agencies.

Planning responsibilities and authorities

The policy states that Mount St Mary's College views educational visits as an important part of the provision for its students. In particular, it allows them the opportunity to undergo experiences not available in the classroom. As well as the educational benefits, students participating in visits advance their understanding of themselves and others.

- It is essential that the procedures are followed and adhered to as, if things go wrong, the school must be able to demonstrate that it has taken appropriate care of its students.
- The school stresses the importance of making sound and thorough preparations including undertaking a complete and comprehensive risk assessment, following closely the school's procedures and communicating effectively with students, parents and the Senior Leadership Team to answer queries.
- It is important that the school forms are completed and no school visit takes place without a formal approval from the Headmaster.
- Full responsibility for the consequence of any off-site visit undertaken without the formal approval from the Headmaster will remain with the individual organising the visit.
- Those who are organising activities for the first time should seek advice, follow procedures carefully and make sure that everyone knows what is happening. Those who are experienced in organising visits may feel that they have a proven track record but even they cannot afford to become complacent. Regrettably, tragedy is no respecter of reputations – it can strike at even the most experienced and well prepared. The school can never guarantee complete safety. It can, however, commit to doing everything possible to ensure it.

Internal rules governing educational visits

- There should always be a named Visit Organiser that has been approved by the Headmaster.
- The ratio of staff to students should not fall below 1:15 and for certain groups of at risk students should be adjusted to provide more supervision capacity per child (staff should consider age and needs of students). Activities such as climbing, swimming, skiing, hiking etc should involve additional staff.
- The supervising teachers must include at least one male and one female member of staff for a residential visit involving both boys and girls.
- Consent must be obtained from parents/carers for their child to be taken on educational visits.
- Where schools are using other educational establishments, checks should be made to ensure they have the 'LOTC' Quality Badge. If this is not in place, the Visit Organiser should make the following checks:
 - Insurance
 - That the establishment meets legal requirements
 - H & S and emergency policies are in place
 - Risk Assessments and control measures are in place
 - Staff Competence
 - Safeguarding
 - Use of vehicles
 - Accommodation is appropriate
 - Licenses where needed
 - Sub-contracting arrangements
- Where travel, accommodation or other services or goods are produced, the Visit Organiser must take best value into account.
- Where residential visits are undertaken, ratios will be appropriate and all those responsible for the care of the students will have undergone the schools vetting procedures.
- When planning activities involving climbing, caving, trekking, skiing or water sports, the provider must hold a license as required by the Adventure Activities Licensing Regulations 2004. Risk assessments must be obtained from all external providers at the time of booking.
- The Visit Organiser must have an emergency contact number so that the school can contact him or her and be in possession of an emergency number to enable contact with the school at any time during the visit.
- All school policies and standards connected with staff and student behaviour as expressed in the student and staff codes of conduct apply during an educational visit just as they do during a normal working day.
- All staff have responsibility for careful and diligent supervision of students at all times in the same way that they would be with them in a conventional teaching situation.
- The Visit Organiser has the additional responsibility for the maintenance of professional standards of staff.
- The Visit Organiser must have considered the risks and benefits and taken common sense steps to minimise risks. The risk assessments should have been carried out and submitted to the Educational Visits Coordinator, along with the Educational Visit Plan 2 form. Should there be any doubt about the risks, the Headmaster should give guidance.
- If the visit involves any sport or physical activity that could normally be said to require specific competences in the leader and supervising helpers, the Headmaster should assure himself that these competences exist.
- There should be an emergency plan in place which is made known to all staff involved in the visit.

- The Visit Organiser must have copies of care plans for any pupils on a school trip and have catered for these.
- The Visit Organiser must have copies of emergency contacts for all students and staff involved in the visit.
- Students and staff must be told explicitly and before the visit begins that the customary standards of behaviour and professional duties apply during the visit.
- It is the duty of the Headmaster to check that the school's insurance covers the visit.

Authorisation and approval of school visits

The Educational Visit Plan 1 (EVP1) must be completed by the Visit Organiser. It should be sent electronically to the EVC for consideration at SLT – the form will then be signed and returned electronically to the Visit Organiser.

The Educational Visit Plan 2 (EVP2) and MSM and venue Risk Assessments must then be completed by the Visit Organiser. These should be sent electronically to the EVC who will check and sign them before asking the Headmaster to do the same. Once completed, the signed copies will be returned electronically to the Visit Organiser.

Advice on driving a school minibus

There are circumstances in which a member of school staff with a car driving licence can drive a minibus. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK not if driving abroad.

If you passed your category B (car) driving test before 1 January 1997, you can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement 3. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

If you passed your category B driving test on or after 1 January 1997, you may drive a minibus that is not being used for hire and reward if the following conditions are met:

- you are over 21 and have held a category B licence for at least 2 years
- the minibus is used by a non-commercial body⁴ for social purposes,
- you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs)
- you provide the service on a voluntary basis
- the gross vehicle weight⁵ of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- you do not tow a trailer

It is up to drivers to check with their insurer whether their insurance policy covers a minibus in the circumstances in which it is proposed to be driven. The school will also check their insurance and any employer's policies on this matter.

It is also up to drivers to check whether their driving triggers other legal requirements, such as the laws in respect of drivers' hours, tachographs and **Certificates of Professional Competence**. This guidance has been cleared by the Association of Chief Police Officers, who will promote awareness of this legislation amongst local traffic police officers.

For more information about driving a school minibus consult the DfE guidance on the requirements for driving minibuses
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf

Section 3 Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the EVC Coordinator. He/She will undertake an annual formal review of this policy for the purpose of monitoring the effectiveness of implementation of this policy. Feedback from visits will be used to inform future planning for off site visits and risk assessments. The review will take place earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Section 4 – Appendices

- Appendix 1: Process for Organising an Educational Visit
- Appendix 2: Educational Visit Plan 1 form (EVP1)
- Appendix 3: Educational Visit Plan 2 form (EVP2)
- Appendix 4: Educational Visit Medical Consent Form
- Appendix 5: Generic MSM Risk Assessment

Appendix 1 - Process for Organising an Educational Visit

1 IDEA & STP1	<ul style="list-style-type: none">• Visit Organiser (VO) to discuss initial idea with HOF or relevant line manager• VO to liaise with external agencies re viability of trip• VO to complete and sign Educational Visits Plan 1 (EVP1) form
2 REQUEST	<ul style="list-style-type: none">• VO to send EVP1 to EVC according to the following schedule <p><i>For day trips, EVP1 should be sent at least 3 months in advance</i></p> <p><i>For UK residential trips, EVP1 should be sent at least 4 months in advance</i></p> <p><i>For overseas residential trips, EVP1 should be submitted at least 10 months in advance</i></p>
3 APPROVAL	<ul style="list-style-type: none">• EVC to add EVP1 to SLT agenda for that week• Within one week of SLT discussion, EVC to return signed EVP1 to VO
4 STP2 & RAs	<ul style="list-style-type: none">• VO to arrange meeting with Finance Manager to agree finances. Calculations must include supply costs (£270 per day), contingency fund, cash flow, UK coach/minibus costs and tour company costs• A realistic price per pupil must be agreed with the Finance Manager• VO to complete EVP2 and a full risk assessment (RA). The VO must also request a copy of the risk assessment from the venue <p><i>For day trips, EVP2 and RAs should be sent at least 2 months in advance</i></p> <p><i>For UK residential trips, EVP2 and RAs should be sent at least 3 months in advance</i></p> <p><i>For overseas residential trips, EVP2 and RAs should be submitted at least 8 months in advance.</i></p>
5 SIGN OFF	<ul style="list-style-type: none">• VO to send EVP2 and RAs to EVC to be signed off. EVC to get final sign off from Headmaster• EVC to return signed EVP and RAs to VO

6 PARENT INFORMATION	<ul style="list-style-type: none"> VO to liaise with finance department to set up suitable reference for the trip VO to draft letter to parents – EVC to approve before sending Letter to outline details including payment schedule and deadline for booking places Parents to complete Microsoft form to book student onto visit. VO to send Finance office names of those booked on trip for review
7 RETURN FORMS	<ul style="list-style-type: none"> VO to monitor responses
8 PAYMENTS	<ul style="list-style-type: none"> Finance to monitor deposit payments At the deadline, finance to send a report of payments submitted to VO VO to liaise directly with parents who have returned the form but not paid the deposit. A one week extension offered – if deposit not received by this date, pupil should be removed from the list and the place offered to someone else
9 INFO EVENING & IMPORTANT ARRANGEMENTS	<ul style="list-style-type: none"> Where applicable, VO to arrange an information evening for parents and carers. This is essential for overseas trips. Tour company representatives should attend Details of timings, insurance, itinerary, emergency contact details, staffing etc to be shared Staff to complete Leave of Absence requests Coaches to be booked
10 FINAL ARRANGEMENTS	<ul style="list-style-type: none"> Staff involved to arrange duty swaps First Aid kits to be checked VO to liaise with school catering department regarding packed meals if required VO to give final details to pupils (including emergency mobile number) VO to give registers and copies of RAs to accompanying staff. VO to give list of names to Data Centre for registration purposes VO to ensure all staff know who the MSM emergency contact is VO to give clear instructions for safe practice of monitoring pupil attendance throughout the trip

Appendix 2 – Educational Visits Plan 1 (EVP1)

The Visit Organiser (VO) should complete all green sections in ‘Visit Details’.

The VO, EVC or member of SLT can add to the ‘Comments’ section where necessary.

	Visit Details	Comments
1 Proposed Dates inclusive of travel days	First Day (DD/MM/YYYY): Final Day (DD/MM/YYYY): Please specify the number of days which fall during term time weekdays: Rationale for date request eg. weather, availability of accommodation etc:	
2 Destination	Country: City/Town:	
3 Education rationale	Purpose of trip:	
3 Visit Organiser	Name:	
4 Tour Company	Name:	

if applicable		
5 Criteria for pupils on the trip:	Group of pupils to be invited eg year group, A level set, activity group: Reasons for inviting this group:	
6 Finance	Approximate cost of trip to school inclusive of transport: £ Approximate cost of trip per pupil inclusive of transport: £	

Visit Organiser	Name (print):	Signature:	Date:
EVC or Member of SLT	Name (print):	Signature:	Date:

Appendix 3 – Educational Visits Plan 2 (EVP2)

The Visit Organiser (VO) should complete all green sections in ‘Visit Details’.

The VO or member of SLT can add to the ‘Comments’ section where necessary.

When submitting, the VO should include full MSM and venue Risk Assessments.

	Visit Details	Comments
1 Confirmed Dates inclusive of travel days	First Day (DD/MM/YYYY): Final Day (DD/MM/YYYY): Please specify the number of days which fall during term time weekdays:	
2 Destination	Country: City/Town:	
3 Visit Organiser	Name: Telephone contact number whilst away:	Emergency telephone number must be given to all pupils on the trip.
4 Other Staff	First Aider: Other staff:	
5	Name:	The UK emergency UK contact should be a member of SLT.

Emergency MSM UK contact	Telephone Contact:	
6 Mode of transport	Aeroplane Y/N: Coach Y/N: Minibus Y/N: Ferry Y/N:	
7 Name of external Tour Company if applicable	Name: Email Contact: Telephone Contact:	
8 Name of coach company if applicable	Name: Email Contact: Telephone Contact:	
9 Airline details if applicable	Name of airline: Outgoing flight details: Return flight details:	
10 Ferry company details if applicable	Name of ferry company: Outgoing journey details: Return journey details:	
11 Accommodation if applicable	Name: Email Contact: Telephone Contact:	
12 Pupil numbers	Y7 - 9: Y10 - 11: Y12 - 13: Staff/pupil ratio:	
13 Medical	Number of first aid kits available:	If more than one coach, each vehicle must have an MSM first aid kit. List of pupils attending the trip must be given to School Nurse 2 weeks in advance. Nurse to provide medical details for relevant pupils to VO.

14 Risk Assessment	<p>Is a full MSM Risk Assessment included with this form?</p> <p>Yes/No:</p> <p>Is a full venue Risk Assessment included with this form?</p> <p>Yes/No:</p>	
15 Staff information packs	<p>Will the VO provide all staff on the trip with a pack that includes the following:</p> <ul style="list-style-type: none"> • Multiple registers • Emergency pupil family contact • Risk Assessment • Contact number of VO for duration of trip • Contact number of First-Aider for duration of trip • Medical records for pupils as required • Accommodation contact number • MSM emergency contact name & number <p>Yes/No:</p>	<p>Registers should be taken regularly, including every time a coach or minibus starts a new journey or part of a journey.</p> <p>Each time a register is taken, the date and time should be included.</p> <p>VO should have a list of pupil mobile contact numbers for emergency use.</p> <p>All trip documentation should be submitted to the VO at the end of the trip.</p>
16 Finance	<p>Cost of trip to school: £</p> <p>Cost of trip per pupil: £</p> <p>Date deadline for first deposit payments from pupils (DD/MM/YYYY):</p> <p>Date deadline for second deposit payments from pupils:</p>	
17 Cover	<p>Please confirm whether costs of supply staff have been included in overall cost to pupils. The current cost is £270 per day.</p> <p>Yes/No:</p>	

Visit Organiser	Name (print):	Signature:	Date:
EVC	Name (print):	Signature:	Date:
Headmaster	Name (print):	Signature:	Date:

Appendix 4 - MEDICAL CONSENT FORM

Name of Visit Organiser _____

Name of Student	
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I am willing to allow my child named above to take part in the school visit to _____
and to take part in the activities organised by the instructors.

I understand that during the period of the above trip my child will be in the charge and under the instruction of
the Visit Organiser and other staff.

Does this student suffer from diabetes?	
Does this student suffer from epilepsy?	
Does this student suffer from food allergies? If so, please give details.	
Does this student suffer from any other allergies? If so, please give details.	

Does this student require medication during the trip? If so, please give details.	

In the event of my child being taken ill or injured during the school trip to the extent that a surgical operation or serum injection becomes necessary, I authorise the Visit Organiser to sign on my behalf any forms of consent requested by medical authorities provided the delay required to obtain my own signature might be considered likely, in the opinion of a doctor or surgeon concerned, to endanger the student's health or safety.

Name of parent or carer	
Relationship of above named to student	
Signature of parent or carer	
Date	

Appendix 5 – GENERIC RISK ASSESSMENT

Hazard	Risk	Control
Coach travel	Travel Sickness	<p>Sick bags and cleaning equipment to be carried on coach/bus</p> <p>Anyone known to suffer from travel sickness should be sat as close to the front as possible with access to a window if possible.</p> <p>Any travel sickness medication to be taken as appropriate.</p>
	Road accident	<p>Vehicle must be fitted with working seatbelts and all passengers wearing them before the start of each journey.</p> <p>Luggage to be properly stowed so it doesn't become a projectile or a hazard in the event of an accident.</p> <p>At least one member of staff must travel in each vehicle.</p> <p>In the event of having to exit the vehicle follow procedure for 'vehicle breakdown' below.</p> <p>Staff must have access to first aid kit and administer first aid as appropriate.</p>

	Getting on and off the vehicle	Wherever possible passengers should enter or exit on the pavement side of the coach – this might not be possible if a British vehicle is being used abroad. Staff must supervise students getting on and off the vehicle.
	Vehicle breakdown	All passengers should exit the vehicle on the kerb side (not the road side) of the vehicle. Find a safe place away from the vehicle and the road to wait. If on a motorway or a major A road, all passengers must wait behind the safety barrier and as far up the verge/bank as possible. Staff to ensure the driver is contacting roadside assistance or emergency services.
Motorway services	Students going missing Students getting injured	Students to be directly supervised from vehicle to a suitable safe area. Brief students: <ul style="list-style-type: none">• To stay in suitably sized groups, as decided by staff (minimum 2)• Of any 'no go' areas• Where staff will be• Time and place to meet for departure Ensure all students and staff are back on the vehicle before departure.
Movement of group	Students getting lost or separated from group	Staff must discuss the supervision plan before each trip/activity/movement of group and staff must understand their roles. The supervision plan may be different for different age groups. Have a 'lost student' plan and ensure all staff and students are familiar with it. Brief students on itineraries and plans. Registers and head counts done at appropriate times – when getting on and off transport, entering and leaving buildings etc.
	Remote supervision	Staff to discuss suitability of remote supervision taking into account the age of the group and the location, as well as the maturity and trustworthiness of the group. Individual health conditions must also be considered. Decide on group sizes – a rule of thumb is that students should be in groups of 4 when being remotely supervised but it may be appropriate for older students in safe environments to be in smaller groups. An on-site assessment of the risks should be used to determine this. Have an emergency rendezvous point that is always staffed (a coffee shop for example) and ensure students know where it is and how to get there. Staff should have a list of students' mobile phone numbers in case of a student going missing or an emergency. If a school mobile phone is available the students should be given the number, if not consider nominating one staff phone as the emergency contact phone. Ensure students and staff know where and when to meet.

Public transport	Students getting separated from group. Injury.	<p>Plan and assess the journey to identify key risk points.</p> <p>Carefully plan supervision and consider key risk points. It may be appropriate to split a large group into smaller groups, each with its own group leader.</p> <p>Brief students and staff on the journey plan and what to do if they get separated from the group.</p> <p>Consider having an emergency rendezvous point if practicable.</p>
Illness or injury	Pre-existing illness, injury or dietary requirements	<p>If a student has a pre-existing illness or injury a suitable and specific care plan must be obtained from a suitable medical professional prior to departure (care plan template available from SWI).</p> <p>Any medication must be risk assessed by the school nurse and a plan agreed between the student, parents, nurse and school staff regarding how it will be stored and dispensed.</p> <p>The trip leader has overall responsibility for the following of the care plan and the taking of medication. If this responsibility is delegated, this must be agreed by all parties and written in the care plan/risk assessment.</p> <p>All staff must be aware of any care plans/medication and know where to find them in an emergency.</p>
	Illness sustained on trip Injury sustained on trip	<p>Before departure the location of professional medical services should be known as well as how to contact emergency services in the countries being visited.</p> <p>A member of staff with a suitable first aid qualification should be nominated as the first aid point of contact for students.</p> <p>Students must be briefed on illness prevention methods such as thorough hand washing, avoiding certain local foods (depending on location), keeping hydrated, drinking water, personal hygiene, etc.</p> <p>The first aider (with the help of other staff) must monitor any illness or injury and make decisions on a case by case basis.</p>
Weather	Heat injury Cold injury	<p>Prior to departure:</p> <ul style="list-style-type: none"> • Consider possible weather conditions • Distribute suitable kit list to students and parents (Inc. advice on sun cream and water bottles) • On day of departure do a kit check <p>Take spares of essential kit (waterproofs, warm layers, sunhats, sun cream etc.)</p> <p>During trip:</p> <ul style="list-style-type: none"> • Obtain daily weather forecast and adjust plans accordingly • Brief students what clothing and kit they need each day and check they have it. <p>If a student is likely to come to harm because of unsuitable kit, restrict their participation in the activity to minimise risk.</p>

	Suitability	<p>Accommodation should be well researched and booked in advance. Consult reviews to check suitability (Trip Advisor etc.)</p> <p>Accommodation should be of a suitable type for the age of the students and the activities being undertaken on the trip:</p> <ul style="list-style-type: none"> • Hotel • Hostel • Glamping • Camping • Host families • Homestay • School/university accommodation <p>Enough rooms and beds must be booked to allow for the age range and gender of students and staff going on trips.</p> <p>Sleeping spaces must be gender specific – male and female students should not share sleeping space except in exceptional circumstances.</p> <p>Consider the ages of the students – ideally students should not share with anyone more than one year group above or below them – except in exceptional circumstances.</p> <p>Make sure bedroom doors can be locked from the inside and easily secured from the outside.</p>
	Location	<p>Accommodation should be suitably located for the activities undertaken on the trip.</p> <p>Check review websites (e.g. Trip Advisor) to assess the suitability of the local area:</p> <ul style="list-style-type: none"> • Is it in a safe area. • Are there any local considerations that need to be taken into account • Is it convenient for coach drop off/pick up
	Fire	<p>Check for the following fire safety regulations:</p> <ul style="list-style-type: none"> • Smoke/heat detectors in each room • Suitably located fire call points (red alarm boxes) • Suitably located fire exits • Fire instructions posted in each room • Electrics appear to be safe – no exposed wires etc. <p>Ensure students and staff are familiar with the fire procedure and their nearest fire exits.</p>