

# Vale of Glamorgan Council

## Planning and approval procedures for Educational Visits

This document sets out the Vale of Glamorgan Council approval procedures and standard planning and approval forms for Educational visits.

Anyone organising an off-site visit for young people from the Vale of Glamorgan Council must also refer to the Outdoor Education Advisers Panel National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom endorsed by the Welsh Government [which can be downloaded at <http://oeapinfo.com> to ensure that they fulfil all requirements relating to the nature of the visit being planned as set out in the Guidance.

# **Y Daith PRU**

## **Educational visits policy**

### **2019**

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## **Foreword**

The Vale of Glamorgan Council's educational establishments have a rich and valued tradition of providing exiting and enjoyable educational visits for young people.

Young people benefit enormously from taking part in visits. Whilst contributing to the school curriculum, participation gives them the opportunity to undertake activities they may not otherwise experience and helps them to develop important life skills.

This document sets out planning and approval procedures that aim to help staff involved in visits to plan and deliver high quality and safe external visits – be it a regular visit to a park or a three week trek in a remote rain forest. By following these procedures, staff will be supported by the Local Authority in the unlikely event of an accident.

I would like to take this opportunity to express my gratitude to all staff who contribute to external visits with children and young people for their dedication, commitment and professionalism. Their work ensures that young people across the Vale of Glamorgan are given the opportunity to take part in high quality educational visits. These procedures are primarily aimed at supporting you in this valuable work.

**Signed**

A handwritten signature in black ink, appearing to read 'Paula Ham', written in a cursive style.

**Paula Ham**  
**INTERIM DIRECTOR OF LEARNING AND SKILLS**

## **Summary of policy**

Y Daith PRU follows the LA procedures for educational visit planning, approval and monitoring by using the EVOLVE on line visit planning and approval system [www.valeofglamorganvisits.org.uk](http://www.valeofglamorganvisits.org.uk) for all visits run by school/establishment staff or volunteers.

Staff planning an educational visit must ensure that they plan their visit using the EVOLVE system [valeofglamorganvisits.org.uk](http://valeofglamorganvisits.org.uk) and follow the procedures set out in this policy.

This policy is reviewed (and updated as necessary) annually or following any accident / incident on an educational visit.

Queries relating to this policy should be directed to Mathew Sweeden, Educational Visits Coordinator (EVC)

## **Summary of procedures**

This document sets out the procedures by which the Vale of Glamorgan Council and its educational establishments meet the standards set out in the National *Guidance for Educational Visits* endorsed by the Welsh Government.

EVC queries relating to these procedures should be directed to the appropriate officer as follows:

### **Local Authority (LA) leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventure activities**

Dave Golding  
Strategic Lead Outdoor Learning  
Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 4SN  
Tel: 01443 665000  
Mob: 07880 044407  
e-mail: [dave.golding@cscjies.org.uk](mailto:dave.golding@cscjies.org.uk)

### **Accidents, incidents and general advice relating to Health and Safety**

Health & Safety Officer  
Health & Safety Department  
Civic Offices  
Holton Road  
Barry  
CF62 8BF  
01446-709862  
e-mail: [corphealthandsafetyone@valeofglamorgan.gov.uk](mailto:corphealthandsafetyone@valeofglamorgan.gov.uk)

# Visit approval/notification procedures

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## Table 1 - Visit approval/notification required for different types of visit

**Important note** - LA approval or notification is **not** required for:

- Visits to, or run by, the LA's shared Outdoor Education Centre at Storey Arms.
- Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers / youth workers / other employees who have attended an OEAP Outdoor Learning Card training course.

Visit type	Approval/notification required
<ul style="list-style-type: none"> <li>• residential</li> <li>• visits abroad</li> <li>• demanding environments (see Table 2)</li> <li>• adventure activities (see table 3)</li> </ul>	Visit planned and approved using the EVOLVE system <a href="http://valeofglamorganvisits.org.uk">valeofglamorganvisits.org.uk</a> <b>at least 28 days before visit.</b>
<b>Duke of Edinburgh Award expedition</b>	Visit planned and approved using the EVOLVE system <a href="http://valeofglamorganvisits.org.uk">valeofglamorganvisits.org.uk</a> <b>at least 28 days before visit</b> plus information required by DoFE development officer
<b>All other visits</b>	<p>All other visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy.</p> <p>Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system <a href="http://valeofglamorganvisits.org.uk">valeofglamorganvisits.org.uk</a></p> <p>This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with National and WG guidance).</p> <p>The EVOLVE system allows regular, repeated visits to be planned and approved.</p>

## Table 2. Definition of demanding environments.

This table explains the classification of locations detailed in Table 1.

**Important note:** classification of locations is subjective. Visit leaders who are unsure of whether or not a location requires LA approval can seek clarification from their Educational Visits Coordinator (EVC).

Location	Definition	Level of approval required
<b>Normal countryside</b>	Areas; <ul style="list-style-type: none"> <li>• which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) <b>and</b></li> <li>• where the environment does not have any of the features of a 'demanding environment' listed below.</li> </ul>	Visits here <b>do not</b> require LA approval
<b>Demanding environments</b>	Areas where there is significant risk to the group from <b>one or more</b> of the following factors; <ul style="list-style-type: none"> <li>• hazardous terrain (e.g. cliffs, very steep slopes etc.);</li> <li>• remoteness (i.e. more than 30 minutes walking time from the nearest point from which the group could be easily evacuated);</li> <li>• difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape);</li> <li>• exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group);</li> <li>• open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility;</li> <li>• fast flowing water, deep water, or water with strong currents (including tidal flow) <b>where:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> the group will be close to the water <b>and</b> there is a significant risk of someone falling in;</li> <li><input type="checkbox"/> the group will be entering the water.</li> </ul> </li> </ul>	Visits here <b>do</b> require LA approval

### Table 3. Adventure activities

**Important note:** This list is not exhaustive. Any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their Educational Visits Coordinator (EVC).

Land Based Activities	Water Based Activities
Rock climbing and abseiling	Kayaking and canoeing
Mountaineering	Sailing and windsurfing
Hill walking	White water rafting
Ice climbing	Waterskiing
Gorge or coastal scrambling/sea cliff traversing/coasteering	Snorkel and aqualung diving
Underground exploration – cave or mine	All forms of boating (excluding commercial transport)
Skiing (snow/dry slope)	Improvised rafting
Air activities (except commercial flights)	Kite surfing
Horse riding and pony trekking	Surfing and body boarding
High ropes courses	Dragon boating
Indoor climbing walls	Wave skiing
Quad biking/ATV's	Jet skiing/personal water craft
Orienteering	
Mountain biking	
Any activity ( <b>including camping, fieldwork and non-adventure activities</b> ) taking place in demanding environments as defined in Table 2 above	

#### 1 Approval and notification system for all visits

All visits must be approved by the Head or EVC and a record of the visit kept as set out in 'Record keeping' section of this policy.

Schools/establishments can determine their own planning and approval requirements but are strongly advised to use the EVOLVE system [valeofglamorganvisits.org.uk](http://valeofglamorganvisits.org.uk)

This system guides the visit leader through the visit planning and approval system required by the Local Authority (in line with WG guidance).

The EVOLVE system allows regular, repeated visits to be planned and approved (see 2 below).

#### 2 Blanket approval

Blanket approval may be given:

- by Heads/EVCs for routine visits
- by the LA for those staff who have gained LA leader approval (see 3 below).
- 

For visits that have been given blanket approval, the visit leader and EVC must ensure that relevant information is left with the school/establishment emergency contact including details of the venue, activity, group, transport, start/finish times and other relevant information for **each** visit.

### 3 **Parent/carer consent**

Informed parent/carer consent must be obtained for all visits. For routine visits (those listed on form 1), blanket consent is obtained on an annual basis.

For non-routine visits (not listed on form 1) consent is obtained for each visit (or series of repeated visits) using form 2.

If parents/carers withhold their consent absolutely the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in some other way wherever possible. If the parents/carers give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not.

### 4 **Using an independent provider – pre-booking checks**

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit. Check that any provider offers good value for money by comparing with other similar providers. Remember that there is no substitute for first hand, up to date information. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar. This level of check is also sufficient for the Local Authority's shared Outdoor Education Centre at Storey Arms.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than the LA's shared Outdoor Education Centre at Storey Arms.), farm visit or similar please apply the following guidance **before signing any booking form or contract**:

Ask the provider to complete the independent providers' questionnaire (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section [valeofglamorganvisits.org.uk](http://valeofglamorganvisits.org.uk)) and check that this has been satisfactorily completed by the provider **before you book**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request. **Please note that there is no need to obtain copies of the provider's risk assessments.** Seek specialist advice on any concerns arising from the provider's responses by contacting your LA Outdoor Education Adviser.

### 5 **Local Authority (LA) leader approval**

#### **Who needs LA leader approval?**

LA or school employees or volunteers who wish to lead in any of the demanding environments or adventurous activities for which LA approval is required must first be confirmed as technically competent to lead by the Outdoor Education Adviser.

Prospective leaders must seek LA leader approval through their own Evolve log-in via the '**My details/awards**' section. In order to be granted approval the applicant must have all of the following:

- **Either** a) the relevant National Governing Body (NGB) leadership award for the terrain/activity (NGB leadership awards are set out in the National *Guidance for Educational Visits* <http://oeapinfo.com/> **or** b) have a written and signed statement of competence by

an appropriate technical adviser verifying that the leader has the relevant technical and group management skills for the terrain/activity (see below for how to arrange technical adviser approval).

- Recent and relevant experience
- A current first aid certificate or qualification
- Support of the Head

[To arrange technical adviser approval the EVC must identify an appropriate technical adviser who is willing to make a signed statement of competence for the visit leader. Technical adviser approval is normally given only if the following conditions are met:

- The leader has completed a training course in the relevant NGB leadership award where one exists (or has undergone other appropriate training)
- The technical adviser has made a practical assessment of the leader and can confirm that they are operating at the standard of the relevant NGB leadership award or at a suitable level for a site-specific approval to be given.

Appropriate levels of technical adviser for different activities and levels of activity are given in the National *Guidance for Educational Visits*. If the intended activity is not listed in the guidance, the Outdoor Education Adviser may be able to advise on appropriate level of technical adviser.]

Depending on depth of experience and technical skill, leaders may be given approval to lead either:

- the activity/activities at specific, named venue(s) at any time for the duration of the approval period;

or:

- the activity/activities at all venues that are within the remit of their competence at any time for the duration of the approval period.

The Outdoor Education Adviser will notify the individual and their EVC of their LA leader approval decision and this will be recorded in the individual's *'My details'* section of the EVOLVE system. This can be viewed at any time by the individual, their EVC or Head.

## 6 **Special arrangements for DofE Award groups**

Anyone planning a DofE Award expedition/ activity must first contact the LA DofE Award Co-ordinator (see below for contact details) before starting any planning for the activity to ensure that the Expedition meets the requirements of the DofE and Local Authority.

DofE Co-ordinator  
Llantwit Major Youth Centre  
Station Road  
Llantwit Major  
Vale of Glamorgan  
Tel: 01446 792141  
Email: [dofeward@valeofglamorgan.gov.uk](mailto:dofeward@valeofglamorgan.gov.uk)

## 7 LA approval decisions for visits

Confirmation of the approval decision for a visit will be given via the EVOLVE system. **Visits that require LA approval must not proceed until this approval has been given.**

Where further information or elements of the *National Guidance for Educational Visits* have not been met, approval will be withheld until these conditions are met. Confirmation of this decision will be sent to the EVC/Head via the EVOLVE system.

## 8 Record keeping

The EVOLVE system acts as a record for any visit planned and approved on the system.

Schools/establishments therefore only need to retain the following details for any particular visit:

- List of participants
- Parental consent forms (these can be destroyed 3 months after the visit if no accidents or incidents have been reported)
- Where an accident or incident has been reported the school/establishment should retain the parental consent form for the pupil(s)/young person(s) involved.
- If there has been an accident/incident on a visit, schools/establishments must ensure that the LA is notified according to LA procedures. The LA will keep accident/incident records until the young person reaches age 21 (or for 3 years in the case of an adult). Schools/establishments therefore do not need to retain records of accident/incidents reported to the LA unless they wish to do so for their own purposes. If a visit leader or school/establishment receives notification of a claim they should not respond directly but should pass the details to the LA claims manager/insurance section.

In addition, schools/establishments should archive in the school/ establishment records a copy of their:

- Educational visits policy – dated so that the version current at the time of any visit can be traced;
- standard risk management procedures dated as current at the time of the visit;
- records of staff competence and training (perhaps as part of the appraisal/performance management records).

This information should be kept for 5 years after which it may be destroyed.

## 9 Monitoring

### Internal monitoring by the Head/EVC

The Head/EVC must monitor, from time to time, for compliance with LA guidance by visit leaders within the school/centre.

Monitoring by the Head/EVC should include:

- scrutiny of standards of visit planning and organisation as part of the visit approval process;
- occasional observation of visit leadership.

Following any observation of visit leadership it is good practice to provide the visit leader with verbal and written feedback and recommendations for further training if necessary. A copy of the observation report should be given to the visit leader and another copy kept on file by the school/centre.

### Monitoring by the LA

The LA will monitor schools/centres on a 5 year cycle for compliance with LA guidance by all educational establishments. The LA will contact EVCs to notify them of an upcoming monitoring visit.

## 10 **Review**

Feedback from monitoring will be used to review procedures in order to ensure that they meet the standards expected for off site visit organisation and leadership and to identify further training needs for visit leaders and/or EVCs.

# Planning forms

Form 1:	Parent/carer consent form: routine visits
Form 2:	Parent/carer consent form: non-routine visits
Form 3:	Summary of information about participants
Form 4 :	Emergency action flowchart for visit leaders
Form 5:	Emergency action flowchart for base (emergency) contacts
Form 6:	Incident record form

**Form 1**

**Parent/carer consent  
Routine visits**

**School/establishment:** \_\_\_\_\_

**Your child's name:** \_\_\_\_\_

I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

Museum visit; Educational centre; Outdoor activity centre; Cinema visit;  
Bowling trip; Shopping trip; Restaurant visit; Swimming trip

These visits will normally take place at the following, or similar, locations:

Barry  
Cardiff

**I understand that:**

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;
- all young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

**Full name of parent/carer:** \_\_\_\_\_

**Signature of parent/carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_



**Form 2**

**Parent/carer consent  
Non-routine visits**

**To be distributed with an information sheet/letter giving full details of the visit**

School/establishment: \_\_\_\_\_

Visit/activity: \_\_\_\_\_

Venue: \_\_\_\_\_ Date(s): \_\_\_\_\_

Your child's name \_\_\_\_\_ Form/Class (if relevant) \_\_\_\_\_

**Medical and dietary**

a) Does your child have any physical or behavioural condition that may affect him/her during the visit? YES/NO

If YES, please give details: \_\_\_\_\_

\_\_\_\_\_

b) Please give details of any allergies: \_\_\_\_\_

c) Please give details of any special dietary requirements of your child: \_\_\_\_\_

d) Please detail any recent illness or accident suffered by your child that staff should be aware of? \_\_\_\_\_

e) Please list any type types of non-prescription medication or lotions your child **may not** be given: \_\_\_\_\_

f) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give details: \_\_\_\_\_

h) When did your son/daughter last have a tetanus injection? \_\_\_\_\_

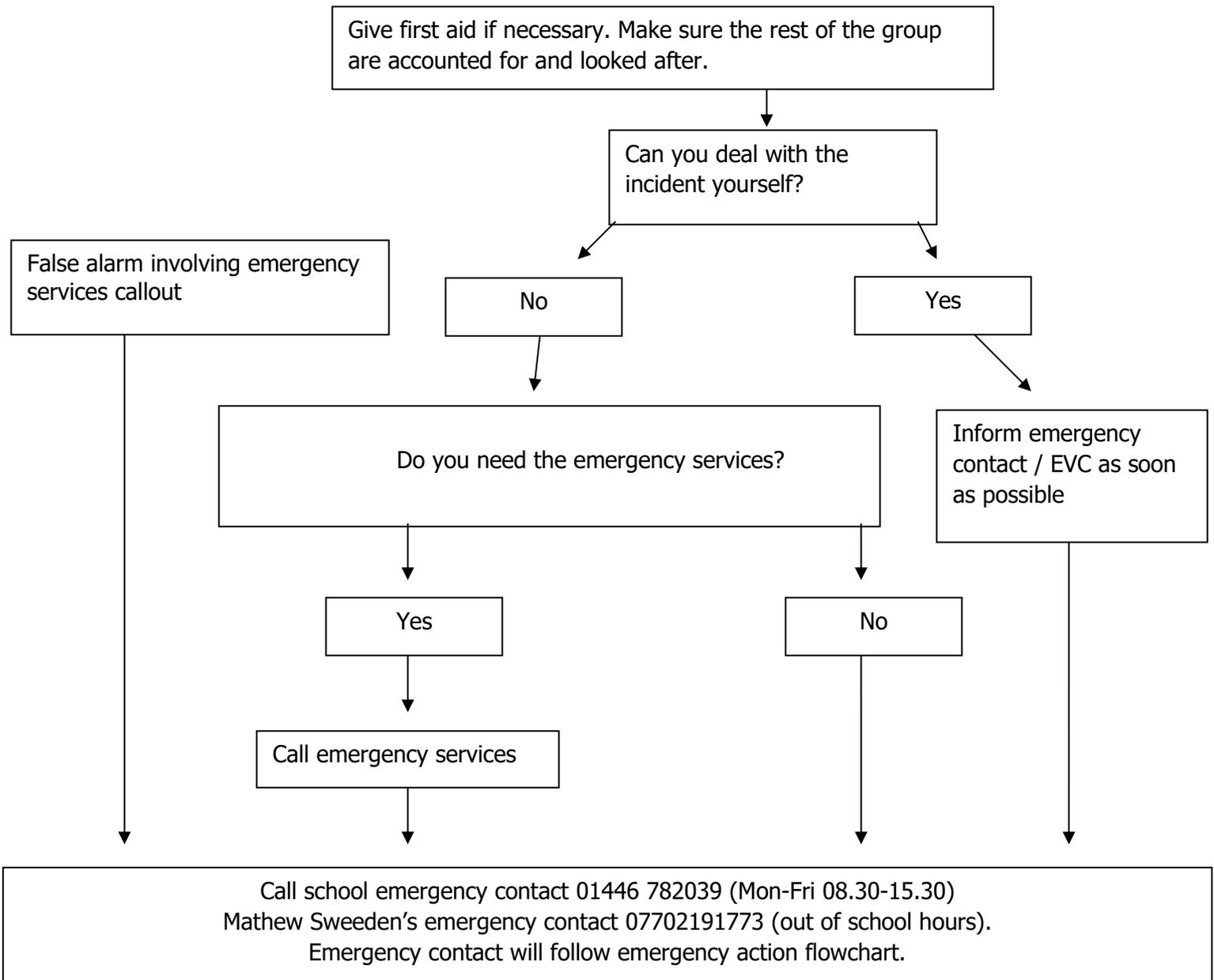


## Summary of information about participants (young people and adults)

Surname	Forename(s)	Date of birth	Address	Next of kin	Contact number(s)	Relevant special needs/medical information

## Emergency action flowchart for visit leaders

**Do not speak to the media – direct all enquiries to Duty Officer 02920 673186 (24 hours)**



## Emergency action flowchart for base (emergency) contacts

Record information on 'Incident Record Form'.

**Do not speak to the media – direct all enquiries to Duty Officer 02920 673186 (24hrs)**

**Is the incident serious? If unsure assume yes.**

Serious = involving serious injury / illness, missing persons requiring assistance at the location, or evacuation

**YES**

**NO**

Log telephone calls and timings and keep phone manned until incident is resolved.

Can the school/establishment handle this internally?

**NO**

**YES**

Call for external assistance from emergency services if not already called.

Arrange assistance as required by staff at incident eg transport / evacuation.

Inform LA

Complete incident/accident report form (AC1 or INC1 and send to LA (H&S Department if required).

Head / EVC to assess incident, recommend action and implement accordingly.

Inform staff and LA Outdoor Education Adviser of recommended action.

## Accidents & Incidents

In the event of an accident or incident occurring the Vale of Glamorgan Accident or Incident report form should be completed:

**Accident (where someone has sustained an injury) – AC1**

**Incident (near miss or potential for injury) – INC1**

Both forms are available from Staffnet:

<http://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Health-Safety-and-Well-being/Health-and-Safety-Policies-Guidance-Forms-and-Procedures.aspx#forms>

The forms must be sent to the Health & Safety Team in the Civic Offices, Holton Road, Barry, CF63 4RU.

If in the event of a serious accident or incident occurring the Health & Safety team should be notified by calling 01446 709862.

## Section B

## Standard risk management procedures

This section sets out the standard risk management procedures that are followed by staff of this school/establishment when leading off site visits.

<b>Potential Hazards: All site visits</b>		
<b>As at May 2019</b>		
<b>Significant hazards and harm which may occur</b>	<b>Who might be harmed?</b>	<b>Safety measures:</b> <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i>
Crossing roads/walking along pavements	Pupils	Brief children of conduct expected of them when walking/crossing roads Ensure staff are placed at front, middle and rear of children. Pupils to walk in pairs or single file. Members of staff to choose safe place to cross roads (if not using recognized pedestrian crossing) 2 members of staff to stand in road with children walking between.
Weather conditions	Pupils/staff	Check weather forecast prior to visit Brief pupils/parents of possible weather conditions prior to visit Ensure appropriate clothing/footwear is worn or taken bearing in mind Summer and Winter conditions Check with parents that it is OK to put sun cream on children Take spare clothes for children not suitably prepared Ensure emergency shelter is taken if in demanding environment
Scientific demonstrations at science venues	Pupils	School/establishment staff to ensure that pupils follow instructions of qualified staff at venue and to adhere to rules regarding proximity
Trips, slips and falls	Pupils/staff	Ensure appropriate footwear is worn and shoelaces tied Brief pupils/staff of possible areas where trips, slips and falls may occur Ensure First Aid kit is carried by visit leader Ensure any medical conditions of pupils are disclosed prior to visit
Transport to and from venues	Pupils/staff	Ensure recognized LA bus company is used Ensure seat belts are worn at all times and are checked by visit leader

Stranger danger	Pupils	Ensure children are made aware not to walk off with an unknown adult unless given specific instruction by visit leader. Regular head counts Supervised at all times, including appropriate supervision when toileting
Beach/coastal visits - washed into sea caught by rising tide	Staff and pupils	Check tide times before embarking on trip Check weather forecast for day of visit Brief pupils and staff not to go near water's edge
Accident/emergency	Staff pupils	Follow emergency procedure guidelines carried by visit leader Ensure suitable staff helper (in addition to visit leader) understands emergency procedure Brief children of what to do in an emergency and how to summon help
Getting lost/separated from group (outdoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay put if lost or separated and to shout for attention Ensure all pupils know name of visit leader, staff and school/establishment name
Getting lost/separated from group (indoor venues)	Staff	Regular headcounts Ensure pupils are to stay in small groups Ensure staff accompany pupils at all times Brief pupils to stay at venue if lost or separated never to leave the premises Brief children to make their way to reception Ensure all pupils know name of visit leader, staff and school/establishment name
Medical Conditions	Pupils	Ensure medical conditions are disclosed prior to visit Ensure consent is given for staff member to administer medicine if required Ensure medicines, epi pens, inhalers, etc are carried by visit leader Ensure at least one staff member/adult volunteer knows how to administer medicine if required.
Walking up/down Vardre/Orme	pupils	Brief pupils and helpers of proposed route Brief pupils of appropriate behaviour Ensure member of staff at front, middle and rear of pupils Ensure correct clothing and footwear is used

<p><b>Farm Visits</b> Machinery, vehicles, risk of allergy, contamination, bites, kicks, etc</p>	<p>Pupils and staff</p>	<p>Brief pupils to stay out of way of machinery/vehicles and to follow supervision by farm staff Ensure parents have informed staff prior to visit of possible allergies Ensure medicines are carried by visit leader (if required) Brief children not to touch animals unless safe to do so Ensure pupils/staff are made aware of farm rules, reinforced by farm staff Ensure all eating is done in hygienic locations Ensure children wash hands before eating Make sure First Aid kit is carried</p>
<p><b>Castle visits</b> High walls – falls Steep, dark stairs - falls</p>	<p>Pupils and staff</p>	<p>Visit leader knows venue and specific areas of risk in the castle (following recce) Brief other staff Supervise pupils appropriately</p>

Additional notes: Standard risk management procedures are reviewed and updated annually. Old versions are kept on file.

## NOTE

**The Vale of Glamorgan RISK ASSESSMENT template should be used for risk assessment purposes.**

# RISK ASSESSMENT

<b>Location/Premises/School:</b>				<b>Date:</b>		
<b>Completed by:</b>				<b>Review date:</b>		
<b>Activity/Description/Area:</b>						
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>	<b>Date action completed</b>

Template available on staffnet: <http://staffnet.valeofglamorgan.gov.uk/Staff-Central/Human-Resources/Health-Safety-and-Well-being/Health-and-Safety-Policies-Guidance-Forms-and-Procedures.aspx#forms>