

## Appendix 6.15 January 2019

### H & S policy and booking for school visits

#### 6.15.1 Health and Safety Policy for School Visits to Hornsey Church Tower

##### 1.0 Preamble

- 1.1 This policy is for use when a Health and Safety Policy which is the sole responsibility of the visiting school is not in force.
- 1.2 The purpose of this Policy is to facilitate safe access to and use of the following parts of the Tower
  - Crypt
  - Stairs from crypt to roof
  - Bell ringing chamber
  - Roof
- 1.3 The following parts of the Tower will not be accessible
  - Chapel, except by additional agreement with the Parochial Church Council of St Mary with St George
  - Clock chamber
- 1.4 Please note the following
  - No WC
  - No water
  - Uneven steps both to entrance of crypt and internal spiral staircase
  - Approximately 120 steps from crypt to top of tower
  - No disabled access facilities
  - First Aid box is kept in unlocked cupboard in the crypt

##### 2.0 Responsibilities and Roles

- 2.1 School staff are responsible for the management, welfare and behaviour of visiting school students and for all teaching responsibilities.
- 2.2 School staff management responsibility includes ensuring the safety of all students whilst within the Tower and its environs.
- 2.3 Representatives of FoHCT are not responsible for the management, welfare, behaviour and safety of visiting school students.
- 2.4 Determining the required ratio of adults of school staff to students is the responsibility of the School.
- 2.5 The School must ensure that sufficient staff will be available for the duration of the visit.
- 2.6 The School is responsible for providing the staff/responsible parent/carer numbers agreed in the Agreement: the Tower will not be opened up if the School fails to provide the agreed number of staff.
- 2.7 The School must ensure that the student numbers noted in the Agreement are not exceeded and that only the year group(s) noted in the Agreement attends.

- 2.8 The School will be responsible for ensuring there is no unauthorised entry to the Tower during the visit.
- 2.9 School staff and FoHCT are jointly responsible for ensuring that a written Agreement containing details of the management of the visit is drawn up for each visit and is signed and retained by both parties. The Agreement is to be completed and signed no less than five working days prior to the visit.

### **3.0 Communication**

- 3.1 The Agreement will contain a list of mobile phone numbers of all participating staff and the representative(s) of FoHCT. All staff and representatives will carry their phones during the visit with all relevant numbers stored.

### **4.0 Arrangements prior to visit**

- 4.1 A responsible person from the School must visit or be familiar with the Tower prior to the planned visit and agree the management of the visit with a representative of Friends of Hornsey Church Tower (FoHCT).
- 4.2 The number of students, the year group(s), and number of staff are to be agreed between the School and FoHCT and recorded in the Agreement.
- 4.3 Any changes to the Agreement must be notified and agreed in writing, including email, not less than forty-eight hours before the visit.
- 4.4 Failure to achieve agreement on management of the visit will result in cancellation of the planned visit.
- 4.5 The school and FoHCT will agree prior to the visit on how the Tower is to remain secure during the visit. To prevent unauthorised entry this will necessitate agreement on control of the entrance door, which is either to be kept bolted shut during the visit or permanently staffed.
- 4.6 Failure to implement the terms of the Agreement will result in the immediate termination of the visit.

### **5.0 Opening up the Tower**

- 5.1 Prior to the arrival of a School group a representative of FoHCT will  
Unlock the crypt door and switch on the crypt and stair lights.  
Bolt the crypt door to prevent access until the start of the visit.  
Check that there are no obstructions in crypt, stairs, bell ringing chamber and roof.  
Tie roof door open to prevent slamming in wind.  
Unbolt crypt door and place anti-trip ramps at crypt door.

### **6.0 Arrangements during visit**

- 6.1 The School must ensure that the previously agreed number of staff/responsible parents/carers is present for the duration of the visit.

- The representative of FoHCT will check this and will not allow the visit to take place if numbers are fewer than set out in the Agreement.
- 6.2 The School must ensure that only the previously agreed student numbers and year group(s) attend. The representative of FoHCT will check this and will not allow the visit to take place if numbers exceed those set out in the Agreement.
- 6.3 Groups of students must be controlled on the spiral staircase by school staff to avoid groups meeting on the stairs.
- 6.4 School staff must ensure that no student is left unattended in any part of the Tower.
- 6.5 School staff must ensure no student(s) remain(s) in the Tower unless a member of staff or representative of FoHCT is also in the Tower.
- 6.6 The entrance door will either be locked shut or controlled as set out in the Agreement.

## **7.0 Closing up the Tower**

- 7.1 At the end of the visit, but prior to School staff leaving, a representative of FoHCT will
- Request a member of School staff to remain at the crypt door to prevent unauthorised access
  - Check that no one remains in the Tower and that the roof door is bolted shut
  - Remove anti-trip ramps to crypt door
  - Switch off stair and crypt lights
  - Padlock crypt door

### 6.12.2 Booking Agreement for School Visits to Hornsey Church Tower

Signing this Agreement confirms acceptance of the terms of the attached Health and Safety Policy for School Visits to Hornsey Church Tower

School Name		
School Address		
	Post Code	
Date of visit		
Time of visit	From	To
Names and mobile numbers of School staff/responsible parent(s)/carer(s) attending visit (please print)	Name	Mob
	Name	Mob
	Name	Mob
	Name	Mob
	Name	Mob
Name(s) and mobile number(s) of representative(s) of FoHCT attending visit (please print)	Name	Mob
	Name	Mob
	Name	Mob
	Name	Mob
Name of member of School staff signing this Agreement (please print)		
Signature		
Contact email address		
Contact telephone number		
Name of representative of FoHCT signing this agreement (please print)		
Signature		
Contact email address		
Contact telephone number		
Date of Agreement		

Please email this Agreement to the contact email address. Confirmation will be by email.