



## **Off the Page Ltd.**

### **General Health and Safety Notes**

#### **Adult Supervision**

History Off the Page days are generally very active and a higher than normal level of adult supervision is required. The booking form states how many adults are required for the day. Please also see the booklet for more details. If the HOP leader, together with the Head, consider that the level of supervision is insufficient the day should not go ahead.

#### **Equipment**

Off the Page Ltd will make every effort to ensure the safety of all concerned on HOP days and to comply with the Health and Safety policies of the school. Because of the nature of the role play and re-enactment which HOP offers, equipment is sometimes included which is not normally used regularly in classrooms. A good example of this are the snips (sharp pointed “scissors”).

Where there is equipment or materials which could pose a threat to Health and Safety, separate notes for adult supervisors (printed on red card) are provided with the relevant activity. The notes should be put away once they have been read. As it is sometimes necessary to change adults over during the day, the lead teacher should ensure that any new person coming to the activity is properly briefed.

#### **Lifting**

The school will generally have been asked for adult help with carrying equipment into the hall. This should be done in accordance with the school policy on lifting. Anyone helping should be aware that there are generally one or two heavy items with each kit. Children should not lift any of the HOP equipment unless they are specifically asked to do so by one of the school staff.

#### **Allergies**

Please make Off the Page aware either before the day or on the day if any pupils have any particular allergies.

Nuts are not used at all.

#### **Food**

A further set of notes are provided where the preparation and serving of food is involved.

[www.historyoffthepage.co.uk](http://www.historyoffthepage.co.uk)