**OutdoorsMark EOTC Safety Audit – Sample Questions**

The statements below are samples taken from the Audit. You must provide evidence where the listed elements occur in your school. The evidence is simply a reference to where this is found, e.g. Sun protection policy – Policy #8, School Policies Folder.

|  | **Requirement** | **School’s Evidence** |
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| 1 | EOTC design and safety management systems requirements  |
| 1.1 | The School has a documented EOTC Safety Management System (EOTC SMS) that includes policies and procedures for managing the following:* Programme development and review, including off site and transport procedures
* Equipment and resources
* Staff, students, contractors and volunteers, including staff competence, code of conduct for staff and the level of responsibility given to programme staff who are not school employees
* Communication with parents, including informed parental consent
* Hazard identification and management
* Emergency response
* Final approval
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| 2 | Top Leadership Commitment |
| 2.2 | The Board of Trustees has a health and safety policy in place for EOTC and procedures to support this. |  |
|  | Induction and Training |
| 2.14 | The EOTC SMS has policies and procedures for induction of staff, contractors and volunteers. |  |
| 5 | Emergency preparedness and response plans |
| 5.2 | EOTC SMS has policies and procedures to ensure emergency plans are developed to include: * Crisis management plans; (this may be generic for low risk activities but for high risk activities a specific plan is required for each identified EOTC activity and site)
* A school-wide traumatic incident response plan (TIRP) that includes a communications plan (internal and external) and a media plan and spokesperson
* An emergency information sheet listing all health information and emergency contact details for staff, contractors, volunteers and students
* Training so that all staff, activity leaders, assistants, and students are familiar with emergency plans
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