

## Health & Safety Policy (Senior School)

### Part 1: General Statement of Health & Safety Policy

The Board of Governors of The Ladies' College recognise our collective responsibility to ensure that, in so far as is reasonably practicable, we provide a safe, secure environment for all of our colleagues, students, contractors and visitors (including parents) and others who could be affected by our activities so that teaching and learning may effectively take place.

The purpose of this document is to define the principles, aims and organisation of Health and Safety within The Ladies' College senior school<sup>1</sup>. This policy has been compiled in accordance The Health and Safety at Work (General) (Guernsey) Ordinance, 1987 which defines the responsibilities of employers and employees.

The Estates Committee of the Board of Governors holds the delegated responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estates and buildings. This Committee ensures that the College's Health & Safety framework complies with statutory requirements, Codes of Practice and such advisory material as is or may become available to the College.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Principal but all colleagues are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

It is important that matters concerning health and safety are kept under constant review and, in addition to any action taken on a day to day basis, the Board's policy statement and methods of implementing its policy will be reviewed annually and notified to all colleagues.

Signed:

A handwritten signature in black ink that reads "Kate Richards". The signature is written in a cursive style and is underlined.

Kate Richards  
**Chairman of Governors, for and on behalf of the Board**

Date (26/09/18)

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<sup>1</sup> A similar policy is also in place in respect of The Ladies' College - Melrose

## **Part 2: Organisation**

### **1. Board of Governors**

The ultimate responsibility for health and safety in the School lies with the Board of Governors. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the College. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **2. Principal**

The Board of Governors delegates to the Principal the task of establishing an adequate Health and Safety Policy and for setting a framework for its implementation, monitoring and reform as necessary. The Principal bears the ultimate responsibility for all school safety organisation.

### **3. Bursar**

The Board of Governors delegates to the Bursar the achievement of the School's Health and Safety Policy overall. The Bursar will have the following responsibilities:

- a) To be the focal point for day to day references on safety and give advice or indicate sources of advice.
- b) To co-ordinate the implementation of the approved safety procedures in the school.
- c) To maintain contact with outside agencies able to offer expert advice.
- d) To stop any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe until satisfied as to their safety.
- e) To make or arrange investigation of premises, places of work and working practices on a regular basis and to ensure that appropriate procedures are in place so that accidents and hazardous situations can be reported.
- f) To review from time to time:
  - (i) the provision of First Aid in the school (see Section 10 of Practical Arrangements) and
  - (ii) the emergency regulations (see Section 9 of Practical Arrangements on Fire/Bombs)
  - (iii) to make recommendations for improving the procedures laid down.
- g) To review regularly the dissemination of safety information concerning the school.
- h) To recommend necessary changes and improvements in welfare facilities.
- i) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.
- j) To ensure that consideration is given to the possibilities of maintenance work affecting students and colleagues.
- k) To inform the Board of Governors periodically of the safety procedures of the school.

#### **4. Heads of Department (Teaching) and Non-teaching Staff holding special responsibilities with respect to Health and Safety**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Trips and visits - Educational Visits Officer

These colleagues have the following additional responsibilities:

- a) To bear the responsibility of formulating (in writing) and applying a safety policy (statement of arrangements) for their own department or area of work. They are also responsible directly to the Principal for the application of existing safety measures and procedures within that department/area of work. Advice or instruction given by the Principal must also be observed.
- b) To establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water and guillotines.
- c) To resolve any Health and Safety problem any member of staff may refer to them and to refer to the Bursar or to the Health & Safety Committee any problems for which they cannot achieve a satisfactory solution using the resources available to them. (See Hazard Report Form – Appendix A).
- d) To carry out a regular (at least once a year) safety inspection of the activities for which they are responsible. Inspections should be accurately recorded and, if required, a report submitted to the Bursar or Health & Safety Committee.
- e) To operate their own inspections as and when is required e.g. annual inspection of electrical appliances. Heads of Departments are required to keep a record of all equipment and dates of inspections.
- f) To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- g) To, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- h) To propose to the Bursar or to the Health & Safety Committee requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

## **5. Premises Manager**

The Premises Manager will, together with the Principal and Bursar, assume a general responsibility for consultation with staff and students on all aspects of Health and Safety, and will:

- provide the Policy for Fire Safety
- provide the policy for Health and Safety, which affects several departments e.g., dining area at lunchtimes, hall use during examinations and corridor behaviour.

and be responsible for:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Undertaking inspections for general areas and small departments of the school.
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

## **6. External Health & Safety Advisors**

The Bursar, in discussion with the Premises Manager or the appropriate Heads of Departments, will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors retained to give advice on the external fabric of the school
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, external advisers may be requested to undertake a review periodically.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every [three] years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers [and panic buttons] are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella including a water sampling and testing regime in place.

- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. [He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.]
- The school's radiation protection supervisor (RPS), [head of physics] is responsible for liaison with the radiation protection officer of the States of Guernsey and the Radiation Protection Adviser of CLEAPPS for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

## **7. Health & Safety Committee**

The Committee will meet once a term and will be chaired by the Bursar. The minutes of the meetings will be accessible to all staff and will be provided to the Estates Committee of the Board of Governors. The Chairman of the Estates Committee may be invited to attend. The other members of the Committee will be:

- The Principal
- Head of D&T
- Head of Science
- Head of Art
- Head of PE
- the Educational Visits Co-ordinator
- the Premises Manager
- the Head Teacher of Melrose
- the Head of Drama
- Head of Curriculum IT & E-safety co-ordinator
- The Primary First Aider

Other members of staff will be invited to attend meetings where appropriate. Additional meetings will be held where circumstances warrant them, subject to agreement between the Principal and staff representatives.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review fire drills and to discuss any matters arising;
- review any reported hazards and any action taken to rectify and prevent a recurrence;
- review and discuss departmental Health and Safety Policies annually;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the College's Health and Safety Policy annually and make any necessary amendments;

- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## **8. Colleagues**

The co-operation of all colleagues is essential to the success of the Policy and the College requests that staff should notify their Head of Department / the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Colleagues are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the College or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- observe standards of dress consistent with safety and/or hygiene.
- exercise good standards of practice.
- know and apply the emergency procedures in respect of fire and first aid.
- use and not wilfully misuse, neglect or interfere with things provided for one's own safety and/or the safety of others.
- co-operate with the appropriate safety authority of the States of Guernsey and the enforcement officer of that authority.
- take care to ensure that unnecessary risks to persons and property are avoided.
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

## **9. Class Teachers**

The safety of students in classrooms, laboratories, studios, kitchens and workshops is the responsibility of class teachers. Teachers have, by tradition, carried the responsibility for the safety of students when they are in their charge. If, for any reason, a member of staff cannot accept this responsibility the matter should be discussed with the Principal before the lesson takes place.

Class Teachers are expected to:

- exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out. At the beginning of each academic year they should go through these rules with their classes.
- know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- give clear instructions and warning as often as necessary.

- follow safe working procedures personally.
- require protective clothing, guards, special safe working procedures, etc. where necessary.
- make recommendations to their Head of Department e.g. on safety equipment, additions or improvements to tools, equipment or machinery, which are dangerous or potentially dangerous.
- be aware of any students' health problems which may affect their health and safety whilst under their supervision.

## **10. Students**

Students are expected to:

- exercise personal responsibility for the safety of themselves and of other students in the school premises and school grounds.
- observe standards of dress consistent with safety and/or hygiene.
- observe the school rules relating to behaviour, uniform and hair at all times.

## **11. Other Users of the premises**

Other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school will be made aware of the appropriate health, safety and welfare policy and arrangements applicable to them by the colleague to whom they are assigned. For those hiring the College's facilities, a terms and conditions document covering Health & Safety issues must be signed.

## **12. Contractors on School Premises**

Building work on occupied premises may create risk for those engaged in the work, for colleagues and students, and for those entering the premises. The Governors of the school have responsibility for the safety of the fabric of the building and for ensuring the safe procedures of outside contractors.

## **Section 3: Practical Arrangements**

### **1. ACCESSIBILITY**

Arrangements for students with special educational needs and / or disabilities are covered in the SENDA 3 Year Accessibility Plan.

### **2. ACCIDENT REPORTING**

- All accidents must be recorded on a Student/Student Injury Form (Appendix A) or Staff Accident Report Form (Appendix B) available from the Principal's PA's office. This must be given in to the Principal for review/sign off.
- Serious accidents may require investigation. This accident investigation will be carried out internally by the Principal or a member of the Senior Leadership Team in accordance with advice given in Health and Safety in Schools, (p. 49/50), 1991, B. Stock, Croner Publishers.
- The procedures listed above apply to accidents concerning students if, however, any member of staff or visitor is involved in an accident the Bursar must be informed immediately and the relevant Accident Form completed for sign off by the Principal and Bursar.

- d) A Report of an Injury, Disease or Dangerous Occurrence must be completed for the States of Guernsey for any major injuries.

### **3. ADMINISTERING MEDICATION**

Details of the arrangements for the administration of medication are included within the First Aid Policy which is held on the colleague SharePoint site. All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

### **4. CONTROL OF SUBSTANCES 'HAZARDOUS TO HEALTH' (COSHH)**

The Control of Substances Hazardous to Health (COSH) Regulations 1988 cover substances in the following categories:

- a) substances labelled by suppliers as very toxic, toxic, harmful, corrosive or irritant
- b) substances for which a maximum exposure is specified
- c) a micro-organism used at work that constitutes a hazard to health
- d) dust of any kind if it is present in substantial concentration in air
- e) any substance not included above which creates a comparable hazard to health

#### **Procedures**

- (i) Departmental Health and Safety policies should take account of hazardous substances used within their departments.
- (ii) Where small quantities are involved the Premises Manager will store hazardous substances for some departments and, following an annual inspection of the materials, will inform the departments of the need to replace such materials if necessary.
- (iii) The Premises Manager is required to ensure, so far as is reasonably practicable:
  - 1. that cleaning staff are informed of the hazards and necessary precautions to be taken;
  - 2. that cleaning staff take the recommended precautions;
  - 3. that the specified personal equipment is kept available, is maintained in good use and is used.
- (iv) Cleaners are legally required to make full and proper use of the personal protective equipment provided to protect their health and to report immediately any defect in that equipment to the Premises Manager.

### **5. EDUCATIONAL & OTHER OFFSITE VISITS**

All Offsite visits should take account of health and safety requirements. Details are contained in the Offsite Visits Policy which is held on the colleague SharePoint site. All colleagues are expected to make themselves familiar with the policy and apply it when planning and undertaking any offsite visits.



## **6. ELECTRICAL SAFETY**

The four major principles of the Electricity at Work Regulations 1989 are to:

- a) ensure that electrical systems or services are designed to prevent danger
- b) to ensure that electrical systems or services are maintained so as to prevent danger
- c) ensure that electrical equipment (i.e. the portable electric equipment which is connected to the electrical systems) is suitable for use and properly and competently maintained
- d) ensure that every work activity which involves electricity is organised and carried out so as to avoid danger.

### **Procedures**

- (i) The fixed electrical circuits within the school should be inspected and tested at least every 5 years by a competent person. The Premises Manager is responsible for making the arrangements for this section.
- (ii) Where wiring is more vulnerable to damage and abuse, e.g. surface wiring in a temporary classroom, it should be inspected every 3 years.
- (iii) Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- (iv) The electrical circuits associated with stages/theatre halls should be inspected every two years.
- (v) Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use. This is the responsibility of all Heads of Departments.
- (vi) Equipment, which was not manufactured to current standards, may require modification.
- (vii) Home-made or modified equipment should be inspected and tested by a competent person before use.
- (viii) All electrical equipment should be PAT tested and visually tested annually.
- (ix) Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- (x) Where equipment used outside the building via a flexible cable a residual current device (RCD) should be used in the supply circuit.

## **7. E-SAFETY**

The College's IT policies (Acceptable Use, Staff e-mail, Data Protection, E-safety and Social Media Code of Conduct) contain details of the College's arrangements with respect to E-safety.

These policies are held on SharePoint and all colleagues are expected to make themselves familiar with them and apply the policy appropriate to their departments.

## **8. ENVIRONMENT**

Any defects in heating, lighting and ventilation should be reported to the Premises Manager or the Bursar who will take action to rectify the fault.

Lighting – The Chartered Institution of Building Services, in its Code for Interior Lighting 1984, recommends levels of 300 lux in halls, classrooms, libraries, gymnasium and workshops and 500 lux in art rooms, needlerooms (with supplementary local lighting) and laboratories, (p. 128, Health & Safety in Schools, B.Stock, 1991, Croner Publishers).

Temperatures – The Education (School Premises) Regulations 1981 specify the following:

- a) Temperature of 18°C in areas where there will be an average level of activity and an average level of clothing (e.g. classrooms).
- b) Temperature of 20°C in areas where persons are lightly clad and inactive (e.g. medical room, changing rooms).
- c) Temperature of 14°C in areas where occupants are lightly clad but where activity is vigorous (e.g. gymnasium).
- d) Temperature of circulation spaces, corridors etc should be within 3°C of the area they serve.

There is no maximum temperature specified by law. If the temperature rises, colleagues are asked to plan activities appropriately and to look to move the lesson to an alternative location.

## **9. FIRE & OTHER EMERGENCIES**

The Premises Manager will carry out and record risk assessments of the fire and emergency procedures on a regular basis or following any significant alterations to the work place.

The Premises Manager will ensure that the requirements of Guernsey fire safety laws are observed, for example, by ensuring the maintenance of exits and fire routes. He will also ensure that the fire detection and fire warning system, emergency lighting and fire fighting equipment are maintained by appropriate personnel and subject to regular internal checks.

The College has issued specific Fire Safety procedures which are held on the colleague SharePoint site and displayed in each classroom. All colleagues are expected to make themselves familiar with the Fire Safety Procedures and to apply the policy appropriately in their departments. Form tutors are required to bring the procedures to the attention of all students at the start of each year.

The College also has a Bomb Scares /Terrorism Policy held on the colleague SharePoint. Site. All colleagues are expected to make themselves familiar with the policy and to apply the policy appropriately.

## **10. FIRST AID**

The College has issued a specific policy in respect of First Aid which can be found on the colleague SharePoint site.

All colleagues are expected to make themselves familiar with the policy and apply the policy appropriately.

## **11. HAZARDS**

Everyone is responsible for identification of hazards.

They should report hazards (using Hazard Report Form – Appendix C) to the Premises Manager or Bursar who may take interim measures pending rectification. The Premises Manager is responsible for arranging for remedial works.

## **12. HYGIENE AND HEALTH**

Where large numbers of people work in close proximity there is an ever-present risk of outbreaks of certain infectious diseases.

### **Procedures**

- (i) A high standard of personal hygiene must be encouraged.
- (ii) Staff should ensure that any cuts or broken skin are covered with waterproof or other suitable dressing while at work.
- (iii) Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid.
  1. Plastic gloves should be worn.
  2. Ordinary household bleach diluted 1:10 with water should be used for disinfecting purposes. NB. Do not allow this solution to come into contact with skin or eyes. Flush with water if contact occurs.
  3. Keep people from the area until the spillage is dealt with.
  4. If the position of the spillage allows – expose the area to diluted bleach for 30 minutes.
  5. Contaminated paper towels should be flushed down the toilet or treated as infected waste.
  6. Infected waste should be incinerated or placed in a yellow plastic sack for disposal.
  7. On completion of work involving the cleaning up of body fluids hands should be thoroughly washed.
- (iv) Smoking. There must be no smoking or vaping on the school premises.
- (v) Students and colleagues should be made aware of over exposure to the sun. Further guidance is given in the College's Sun Safe Policy held on the colleague SharePoint site.

## **13. SOURCES OF FURTHER INFORMATION**

Staff can obtain Health and Safety information from diverse sources:

- a) School Health and Safety Policy. Each member of staff must have access to a copy of this document.
- b) Health and Safety in Schools. B. Stock, 1991, Croner Publications Ltd.
- c) Professional organisations e.g. Association for Science Education, ATL etc.
- d) The Guernsey Health and Safety Executive <http://www.gov.gg/article/5162/Health-and-Safety>

e) CLEAPSS <http://www.cleapps.org.uk>

#### **14. TRAINING**

All new staff will be provided with a Staff Handbook and The Ladies' College Health and Safety Policy and, where appropriate, a Departmental Handbook containing departmental health and safety policy. Health and Safety issues will be dealt with during the induction sessions led by the Principal and Deputy Principal.

Specific training will be provided as appropriate for example, to those who act as First Aiders, those who work within the specific teaching departments identified in this department, those involved in the preparation and serving of food and those involved in the maintenance of the premises and grounds.

## APPENDIX A STUDENT ACCIDENT FORM



The Ladies' College

Appendix A

### Student Injury Accident form (copy must be sent to Education Dept for Scholars)

To be completed for all student injuries occurring on School premises or during a School activity.

**If the injury involves a trip to A and E, then a copy must go to the Bursar immediately.**

#### STUDENT INFORMATION

|         |                  |
|---------|------------------|
| Name    | Date of Birth    |
| Address | Contact No       |
|         | Scholar YES / NO |

#### ACCIDENT INFORMATION

|   |          |
|---|----------|
| Date & Time   | Location |
| Describe what the student was doing when the injury occurred (eg playing football) and state what went wrong (eg slipped) |          |
| What part of the body has been injured and what injury occurred?  |          |

#### ACTION TAKEN

|                            |          |          |  |
|----------------------------|----------|----------|--|
| First Aid given at School? | YES / NO | By whom? |  |
| Parents notified?          | YES / NO | By whom? |  |
| Child taken to Doctor?     | YES / NO | By whom? |  |
| Child taken to Hospital?   | YES / NO | By whom? |  |

#### ACTION TAKEN TO PREVENT ANY FUTURE OCCURRENCE (continue as necessary)

|  |
|--|
|  |
|--|

|                                  |       |
|----------------------------------|-------|
| Member of staff completing form: | Date: |
| Student's signature:             | Date: |
| Principal's signature:           | Date: |

Updated June 2016



### STAFF/VISITOR ACCIDENT REPORT FORM

**This form must be completed for all injuries to staff which are likely to require medical treatment or to cause absence from work.**

#### Personal details

|  |
|--|
| <b>Full name:</b>  |
| <b>Age:</b>  |
| <b>Address:</b>  |
| <b>Job title:</b>  |
| <b>Reason for visit (if not employed at the College)</b> |

#### Accident details

|   |
|---|
| <b>Description of work being carried out:</b> |
| <b>Injuries:</b>                              |
| <b>Hours of work:</b>                         |
| <b>Date of accident:</b>                      |
| <b>Time of accident:</b>                      |
| <b>Place of accident:</b>                     |
| <b>Description of accident:</b>               |
| <b>Names of witnesses:</b>                    |

|                                       |
|---------------------------------------|
| <b>Doctor's name:</b>                 |
| <b>Date of visit (if applicable):</b> |

**Absence from work (delete as appropriate)**

|   |
|---|
| <b>Did you continue working after the accident (Yes/No)</b>                 |
| <b>If you stopped work when did you restart:</b><br>Date: _____ Time: _____ |
| <b>Were you absent from work (Yes/No)</b>                                   |

**If absent, please complete**

|  |
|--|
| <b>My first day off work was: (Date)</b>         |
| <b>I expect to be off work for: (Days/Weeks)</b> |
| <b>Or I returned to work on: (Date)</b>          |

|   |
|---|
| <b>Signature of individual completing form:</b> |
| <b>Name (printed)</b>                           |
| <b>Date of signature</b>                        |

|                            |
|----------------------------|
| <b>Bursar's signature:</b> |
| <b>Date of signature:</b>  |

APPENDIX C  
HAZARD REPORT FORM

Hazard reported to: .....  
Reported by: .....  
Date reported: ..... Time reported: .....

Description of hazard

.....  
.....  
.....

Immediate action taken (if any)

.....  
.....  
.....

Report received by: .....

Date: ..... Time: .....

Action Taken

.....  
.....  
.....

FOR BURSAR

Received by: .....

Date: .....

Action taken: .....

.....  
.....

Cost: .....