

First Story Summer Residential School Nomination Form Monday 22nd to Saturday 27th July 2019

School:	
School contact:	
Position/Job Title:	
Email:	
<i>Please confirm that you have sought and received agreement for participation from the school leadership team.</i>	
SLT name:	
SLT email:	
SLT role:	
<i>Please copy in SLT when you email completed nomination forms to scarlet.brearley@firststory.org.uk by 7th March 2019.</i>	

Student Nominations

Places for this year's Summer Residential are highly competitive due to the limited number of spaces available. A returned nomination form does not guarantee a student's place on the residential and not every school is guaranteed a student representative on the trip.

*Schools can nominate **one student from your First Story group** and they must fit the following eligibility criteria:*

- The student must be between 13 to 18 years of age at the time of the nomination*
- The student must have participated in the 2018-19 First Story programme*
- The student should be recognised by both the teach and writer as having a skill for writing creatively which would be advanced by this opportunity.*

Nominated students will be asked to submit a statement (maximum 300 words) to First Story outlining why participating in the Summer Residential would benefit their creative writing. It is important to ensure that the nominated student is ok with attending the residential as the only representative from their school. As this can be daunting for some students, we encourage you to share the attached the Summer Residential Information flyer with your nominated student to give them a sense of the week.

Student 1			
Name:			
Gender/Age/Year	G:	A:	Y:

FIRST STORY

Changing lives through writing



RISK ASSESSMENT FOR UNDER 18S COURSES: LUMB BANK, THE TED HUGHES ARVON CENTRE

For schools of attending students

Hazard	Risk Before Control Measures Implemented	Control Measures	Risk Rating if Controls Implemented	Responsibility for Implementing Controls
Fire	Substantial	Fire alarm, all fire extinguishers and smoke detectors are regularly maintained and conform to the highest standards. Pupils to be made aware of emergency and security procedures on arrival, exits and assembly points.	Moderate	Arvon
Slips, trips, falls and drowning	Substantial	Lumb Bank is set in steep pastureland in a thickly wooded valley with a river at the bottom and so care must be taken. Pupils to be made aware of out of bounds areas and ground rules to be adhered to. Pupils must not leave the site on their own, must inform teachers of their whereabouts and must stay on marked paths.	Moderate/Low	First Story Staff
Electrocution	Low	All electrical equipment meets very high standards. Pupils will not encounter anything that they wouldn't find in a domestic environment.	Low	Arvon
Abduction/ Personal Safety	Low	Lumb Bank is down a long steep drive and although the grounds are accessible to the public, it is unusual that pupils would come into contact with anyone other than Arvon staff. One building houses pupils on the ground floor and this has locks on all external doors. Teachers will be sleeping in rooms adjacent to pupils to prevent pupils leaving the building at unauthorised times.	Low	Arvon/First Story Staff
Use of hot equipment, burns and scolds	Moderate	A teacher will supervise pupils at all times while cooking the evening meal. The risk is no greater than cooking at home.	Low	First Story Staff
Poisoning	Moderate	Teachers to warn pupils not to eat anything growing in the grounds.	Low	First Story Staff

This risk assessment is for internal purposes and therefore may not be inclusive of all the needs of particular groups or individuals. Arvon advises all groups to undertake their own site visit and risk assessment.