



Cabot
Learning
Federation



Trips Policy

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1. Introduction

This document is issued to meet the Academy's statutory duties in respect of off-site visits/school trips and to provide practical guidance on risk assessments associated with these and the appropriate forms and contact details. This document is part of a suite of documentation applicable to CYPS. All other relevant documentation must be complied with, including: all statutory, local government, regulatory e.g. the Health & Safety Executive (HSE). Any comments on this document, or any difficulties in implementation, should be brought to the attention of the Academy Business Manager. This document will be reviewed on a regular basis to confirm that the arrangements are still appropriate and to incorporate new guidance & developments as they occur. A review will also take place if there is any reason to suspect that it is no longer appropriate in the light of changes in legislation, good practice or Academy policy change affecting the standards. The document, including the appendices, will be revised and reissued within not more than three months from the review date, where this is necessary.

2. Guiding Principles

- 2.1 All off-site visits/school trips** including residential visits, excursions and outdoor and adventurous activities must be notified, checked and approved by **Educational Visits Coordinator (EVC)**. (see 6.6 Appendix F page 25 for an EVC's job description). The EVC will be a competent, experienced and well organised person whose main function is to liaise with the Principal, the SLT and/or councillors, to ensure the Academy's requirements for safe off-site visits/school trips are met.
- 2.2** Each off-site visit/school trip, activity or event must have a designated and experienced **Group Leader**. (see 6.7 Appendix G, page 26 for the Group Leader's job description). The Group Leader has overall responsibility for the supervision and conduct of the visit or activity and should be approved by the Principal / EVC. A **deputy group leader** should also be appointed and where possible travel separately if more than one vehicle is being used.
- 2.3 Every off-site visit/school trip must be risk assessed:** right from walks to local amenities, through to complex overseas expeditions to remote corners of the globe. Good practice requires the involvement of parents/carers, and students in this process. A template for the risk assessments can be found at the end of this policy.
- 2.4 Equal Opportunities** on school visits, outdoor learning schemes, and off-site activities in general should be available and accessible to all who wish to participate irrespective of gender, religion, ethnic origin, social background, medical need or physical ability in line with the Disability Discrimination Act 1995. Some families may hold particular concerns about Off-site visits/School trips due to language or cultural barriers. Particular emphasis should be put on ensuring that these cultural and religious needs can be confidently met along with safety and welfare needs.

The SEN and Disability Act requires us to make 'reasonable adjustments' to all visits or activities to ensure they are accessible to disabled persons. Where necessary, individual risk assessments need to be carried out for those who are disabled or have additional needs by the Group Leader. These risk assessments must then be integrated within the overall assessment for the visit/activity. Only after all 'reasonable steps' have been taken can a person be denied the opportunity to participate on health and safety grounds.

It may be necessary to send out information to parents/carers in a translated format when English is not the first language of the family concerned.

- 2.5** It is essential that all off-site visits/school trips are led and supervised by people with **suitable competence**. Competence is gained by learning from personal experiences, undertaking formal training and making safe judgments over a period of time. Competence is judged in one or more of the following ways:

- experience and positive attitudes confirmed by observations made by the Principal / EVC
- site specific assessment of knowledge, skills and experience of a given activity and/or venue
- local or 'in-house' validation
- OCR Off-site Safety Management Certificate
- National Vocational Qualifications (NVQ's) and
- National Governing Body Awards (NGB's).

To be a Group Leader you must either have completed the Group Leader training course or have been a Deputy Group Leader on a trip at the Academy at least twice. To be a Deputy Group Leader you must have been on at least two academy trips.

- 2.6** Clearly **identified educational objectives** appropriate to the age and ability of group members should be made early on in the planning process.
- 2.7** Activity providers, whether commercial companies, charitable trusts, voluntary organisations, local authority centres, etc. will work to a 'Code of Practice' or 'Operational Procedures'. (i.e. their risk assessments). Check that these procedures are in place by asking providers to complete the 'Provider Standards' questionnaire. (see 6.5 Appendix E on page 22).
- 2.8** Ensure all off-site visits/school trips **notification forms are completed on time.** For non-residential trips this is a minimum of two weeks before the trip date. For residential trips this is a minimum of six weeks.
- 2.9** Work within the guidance and standards of competence recommended by National Governing Bodies, professional bodies, professional associations and other recognised organisations.
- 2.10** Seek advice from someone with expertise or technical competencies where there is any uncertainty about safe practice.
- 2.11** Good discipline is essential to the success of any visit: codes of conduct in relation to acceptable standards of behaviour on smoking, alcohol, drugs etc. need to be clearly established, agreed and enforced for all.
- 2.12** Appropriate personal and group equipment and clothing needs to be available to meet the stated purpose of the visit.
- 2.13** Parents/carers, students, staff and other relevant personnel should be informed of arrangements in writing.
- 2.14** Adequate supervision is required at all times whether this be of a direct or

indirect nature. There can be no lower standard of provision for 'fun trips'.

- 2.15** A pre-visit should be undertaken to the activity site to familiarise the Group Leader or staff with conditions; or if this is not possible, gather adequate background.
- 2.16** Information from colleagues who have conducted similar visits, record and learn from incidents or near misses.
- 2.17** Celebrate success and share it with colleagues.

3. CATEGORY OF ACTIVITY

- 3.1** When assessing the most appropriate **category** in which to place an activity, account must be taken of various factors including:

- the ages and abilities of the student involved,
- the environment and site of the activity,
- the prevailing or forecasted weather conditions
- the experience and qualifications of Group Leaders supervisory staff and any special needs of students.

The lists of activities in the various categories below are by no means exhaustive and will be added to or interchanged as experience dictates.

- 3.2** **Category 'A'** comprises activities/events that present no significant risks beyond those that may be experienced in every day living and moving around.

For example:

- visiting local libraries, museums, exhibitions, theatres, concerts
- attending musical/arts events, festivals – on same day events
- field study visits in environments presenting no technical hazards
- visits to local Swimming Pools where correct ratios of lifeguards are on duty

- farm visits
- zoological gardens, nature reserves and National Trust type properties
- access to off-site playing fields, sports facilities, 'away' fixtures, and
- local walks, surveys, census gathering exercises.

See some 'example' risk assessments on the Bristol CYPS Health, Safety and Welfare website.

3.3 **Category 'B'** comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of **Category 'A'**.

For example:

- orienteering in local parks or woodlands
- walking, jogging, cycling (on or off-road), in non-remote countryside
- local low level camping trips where basic facilities are available on site
- field study work in non-remote upland or coastal areas
- team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and 'assault' course circuits
- visits to major cities in UK, visits to theme parks
- horse riding/pony trekking in non remote areas, and
- sponsored walks and large scale events where many people participate or watch.

3.4 **Category 'C'** comprises activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **4 generic groupings** covered by the Adventure Activities Licensing Authority. These groupings are: climbing, caving, trekking and water-based activities.

For example:

- climbing plus abseiling, the use of artificial climbing structures
- caving plus mine exploration, cave diving
- trekking plus piste skiing and artificial dry-slope skiing, and
- water-based activities: canoeing, kayaking, sailing, off shore cruising windsurfing rafting, sub-aqua and snorkelling, water and jet skiing, paddle surfing, dragon boating gorge walking, and **open water swimming**.

Additional category C activities include:

- remote or 'wild country' camping (Ten Tors, Duke of Edinburgh's Award expeditions)
- overseas visits and exchanges and overseas expeditions
- motor sports, quad biking, motorbike scrambling
- air-born activities (excluding commercial flights) i.e. gliding, hang/para gliding, parachuting
- hybrid activities combining elements of rock and water i.e. gorge/ghyll scrambling, canyoning, sea traversing, 'coasteering'
- archery
- combat activities i.e. self defence, judo, fencing, boxing, wrestling, martial arts (visit www.baalpe.org for guidance)
- **pistol and rifle shooting **paint balling, and
- fishing: inland waters, coastal and sea venues.

** staff or managers should be certain of the educational benefits for their students of such activities as paint balling, pistol/rifle shooting etc. when undertaking their risk assessment. See **Section 5** on pages 8 to 16 for guidance on the leadership for specific environments and activities.

All **Duke of Edinburgh's Award expedition** training and assessment ventures need to be notified to the appropriate Operating Authority. Most CYPS sites, Youth projects, and 'Award Centres' around Bristol work under the City Council's D of E Award Officer.

If Award Scheme work forms part of a residential or overseas experience, then the normal off-site visits/school trips notification process should be followed.

4. Responsibilities – Senior Leadership Team

4.5 The Principal and SLT must ensure the following:

- 4.5.1** That all staff are familiar with the Trips Policy and what to do in the event of an accident or emergency. (See 6.1 Appendix A on page 16)
- 4.5.2** That all staff, voluntary helpers or external providers of activities have the appropriate skills, competence, and qualifications to undertake and supervise, within the recommended ratios, a given activity safely and to meet its stated aims. This includes the ability to carry out and implement the three levels of **risk assessment** as described in paragraph 5.2.
- 4.5.3** That careful attention is paid to the criteria required for **external providers** before they can work with students from the Academy. (See 6.3 Appendix C, page 18). Only those external providers meeting all these criteria can be used. (See 6.4 Appendix D, page 19, the '**Provider Standards**' questionnaire). Providers who hold a current Adventure Activities Licensing Authority (AALA) License will normally be accepted as a suitable external provider. (For the AALA website see, www.aala.org) Information should be made available on how accessible provision is and how providers will meet the needs of disabled students and staff.
- 4.5.4** That parents/carers are fully informed in writing of the proposed activity programme with details of accommodation, travel, and costs. In return, parents/carers must sign to acknowledge receipt of this information, provide details of their emergency contact points for day and night, and disclose relevant medical information concerning the student. The risk assessment process should identify what is **unacceptable or bad behaviour**. If this exists or reoccurs during a visit/activity it may lead to student being excluded and mechanisms put in place to return persistent offenders home with associated costs borne by the parents/carers of that person.

- 4.5.5** That adequate First Aid cover will be provided on all off-site visits/school trips and outdoor activities. On residential trips an employee who has preferably the First Aid at Work or Emergency First Aid at Work certificate must attend wherever possible. Where not possible, this needs to be considered during the risk assessment process and reviewed by the EVC as to whether the arrangements in place in lieu of a trained first aider are adequate.
- 4.5.6** Ensure that all staff, voluntary helpers and outside providers who have unsupervised access to students are given DBS and List 99 clearance. 'Enhanced level' clearance is required for adults working on Residential and Overseas Visits. (see, www.gov.uk).
- 4.5.7** Ensure that accompanying supervising adults are able to fulfil their role adequately, having some knowledge of the activity, being physically fit and capable of deputising as leader in an emergency.
- 4.4.8** That procedures are in place to investigate and report any incidents, injuries, unsafe practices, equipment failures/defects or 'near misses' occurring during an activity.
- 4.4.9** That monitoring and evaluation of activities is undertaken and recorded to ensure that good educational value is being achieved.
- 4.4.10** That appropriate and adequate insurance cover is taken out for off-site visits.
- 4.4.11** That there is clarity on charging and remission.

5. Responsibilities – Group Leader

Please refer to Section 2 – “Guiding principles”. In addition:

Before (organisation of trip)

- 5.1** The trip must be categorised under one of the headings in Section 3.
- 5.1.1** For **Category 'A'** activities of a frequent and low risk nature there is no requirement for a formal accreditation. Staff leading and supervising these activities can be appointed and approved by the Principal or SLT.
- 5.1.2** For **Category 'B'** activities where some higher risk/less frequent events are planned, staff/leaders are required to have undergone an additional familiarisation process, an induction specific to that activity/site, or, attended a relevant training/accreditation course.

For example:

A field study day trip to Exmoor in the Autumn Term would require the Group Leader to hold the minimum of one of the following:

- a NVQ in Activity Leadership plus practical experience

- a Basic Expedition Leadership Award (BELA) or
- the South West Mountain and Moorland Leadership Training Committee's "Coastal and Countryside Leadership Certificate.

When "in-house" staff are not available to lead **Category 'B'** activities/events and a self-employed instructor or commercial provider is used, these staff too must be suitably experienced and qualified and be CRB checked.

Such staff and providers identified above must also satisfy the criteria laid down in the '**Provider Standards' questionnaire** (see 6.5 Appendix E, page 22)

SLT can approve the use of outside agencies or commercial providers to undertake activities in **Category 'B'** as long as those providers follow the criteria laid down in the 'Provider Standards' questionnaire and their staff are suitably qualified and experienced as set out in the Guidance Section of this document.

5.1.3 **Category 'C'** is the most demanding, potentially high risk grouping which

includes all those activities that would be 'in-scope' of the Adventure Activities Licensing Regulations 1996 arising from The Activity Centres (Students' Safety) Act 1995. Only commercial providers or Outdoor Centres holding a valid Adventure Activities Licence Authority (AALA) Certificate can be used by the Academy for these **Category 'C'** activities. They must also comply with the criteria laid down in 6.3 Appendix C, page 18.

Academy staff wishing to take students from their own sites on **Category C activities** must also hold the appropriate NGB qualification or have their skills, competence and experience verified by the EVC. Any **Category 'C'** activities undertaken on a residential or overseas visit of any nature, must be notified to the EVC by means of the **off-site visits/school trips Notification Form**. (See 6.4 Appendix D, page 19) **at least 6 weeks prior to the event and 12 weeks prior to any overseas visits.**

Category 'C' activities that fall outside the AALA requirements (e.g. indoor climbing walls, canoeing on inland placid waters not exceeding 50 metres from the nearest bank, overseas expeditions/adventure activities) must still be led by staff holding a NGB qualification, or have been approved through a "local site specific" assessment carried out by an appropriately qualified Technical Adviser.

5.2 **Preparation and Approvals**

5.2.1 Each activity should have a clearly defined purpose and educational aim.

5.2.2 **Risk assessments** for educational visits must be considered on **three levels:**

1. example/generic risk assessments i.e. assessments which are likely to apply to the activity wherever and whenever it takes place

2 visit/site specific risk assessments which will differ from place to place and from group to group and

3 ongoing/dynamic risk assessments that take account of, for example, illness of staff or student, changes of weather, non availability of the preferred activity or any significant changes of plans.

Where the **ongoing/dynamic risk assessment** dictates that an activity should not be undertaken, the Group Leader should then call on their '**Plan B**'. This will have been prepared in advance with the assistance of participants and will ensure that the Group Leader does not feel pressurised into going ahead with the original activity.

A written **risk assessment** must be prepared by the Group Leader in conjunction with staff/adult helpers and participants whenever practical, which must then be approved by SLT / EVC. Notes on **risk assessments** and guidance to help with the whole risk management process appear in 6.8 Appendix H, page 27.

- 5.2.3** Careful preparation and briefing for the trip is clearly essential for students, parents/carers and adult supervisors.
- 5.2.4** **Informed parent/carer consent** must be obtained in writing before the student can participate in off-site visits, based on full information on the intended programme together with any potential associated risks. They should also be given careful instructions as to what the student will require. For example, in terms of clothing, footwear, money, food etc. Parent/carers must be asked to give details of any medical conditions, special dietary, or other circumstances or needs for the student, depending on the nature of the trip.
- 5.2.5** Group Leaders need to establish clarity on charging and remission to parents.
- 5.2.6** All medication must be handed to the Group Leader together with the parent/carer's written authorisation to administer it. The correct dosage must be clearly marked.
- 5.2.7** SLT approval must be obtained for all off-site visits/school trips. See Notification and Approval Procedures 6.2 Appendix B page 17.
- 5.2.8** Where there is be an overnight stay, parents/carers must be informed in writing of key arrangements, party details, names of leaders and accompanying adults, contingency plans, itinerary, emergency arrangements and the name, address and telephone numbers of any accommodation to be used.
- 5.2.9** Ensure parents are informed of insurance details where appropriate.
- 5.3** **During the trip**

5.3.1 Leadership of the trip. Every trip must have a **designated Group Leader** who would normally be employed by the Academy. In the case of joint visits/ventures it is acceptable for the more experienced person to take overall charge, but each participating site should be represented by a member of staff. Everyone should know who is in charge and be willing to take instructions from that Group Leader. It is also **essential to appoint a deputy leader**. (see 6.7 Appendix G, page 26 for the Group Leader and deputy leader's job specifications)

5.3.2. Voluntary helpers may be used to assist with the organisation and supervision during visits. They need to have DBS clearance and their role must be clearly defined. They must act towards the students as a careful parent/carer would in similar circumstances.

5.3.3. The level of adult supervision must realistically reflect the purpose and nature of the trip, the age, maturity and specific needs of the students, as well as the experience of accompanying adults. **Staffing ratios** for accompanying visits are difficult to prescribe and may vary according to the factors stated in the paragraphs below. However, the normal recommendation is that all visits away from the site must as a minimum be accompanied by **two adults** and are organised to address the following ratios:

- A ratio of **1:12 to 15** is recommended for regular low risk visits as specified under **Category 'A' activities** where the element of risk which may be encountered is similar to that experienced in daily living
- Similarly, the ratio of **1:12 to 15** above is acceptable when specialist staff are provided by outdoor or residential centres, activity providers, on guided tours and the like. **There should always be two responsible adults in attendance on any off-site visit/school trip.** The overall Group Leader retains the ultimate decision concerning all matters of the students safety, welfare and pastoral care
- A ratio of **1:10** should not be exceeded for all visits abroad, with a minimum of two responsible adults in attendance whatever the group size, and where identified higher risk events such as those specified under **Category 'B' and 'C' activities**, are planned, check the qualifications and staffing ratios set out in this Policy document **and** by the **National Governing Body (NGB)** of the activity concerned. **Within their training and qualification schemes, NGBs set out recommended instructor/student ratios for varying levels of Awards and the technical difficulty which may be encountered – this guidance must be adhered to.** Outdoor Centres and commercial providers licensed by AALA inspectors will also comply with NGB ratio recommendations. **Outdoor Centres** e.g. The Dean Field Studies Centre at Parkend), the Bristol Activities Centre and those **commercial providers** approved by AALA may **amend group sizes** to reflect the accumulated experience and competence of professional instructional staff as verified by AALA inspectors. In these instances, actual ratios will be determined when risk assessments are undertaken to formulate site-specific **“Operating Procedures” or “Codes of Practice”**.
- It should be noted that the generally accepted ratio of **1 adult to 8** on Category 'C' activities should be maintained for internally organised Academy activities of a less regular nature. This recommended ratio may need to be

reduced further in line with the risk assessment for groups of students with special needs, or are those known to have disruptive behavioural tendencies.

- 5.3.4** Where a mixed gender group is undertaking a residential visit, the group should be accompanied by both male and female staff wherever possible.
- 5.3.5** Group Leaders need to explain clearly to all adult supervisors what their particular responsibilities are, preferably in writing, and always in advance.
- 5.3.6** Adults who are not prepared or able to undertake supervisory responsibilities are not be counted as supervisory staff in the ratios set out above. It is desirable that accompanying staff should be employed at the particular sites if a joint trip is arranged.
- 5.3.7** The general level of adult supervision throughout the trip **including evenings**, must be appropriate to the particular circumstances identified under the risk procedures.
- 5.3.8** There must always be at least one responsible adult on duty and the students must know who to contact at all times. The ratio of supervision must be maintained.
- 5.3.9** When overnight stays are to be included, steps must be taken to ensure the premises have adequate Fire Safety precautions and can be adequately secured to prevent unauthorised access. This includes obtaining prior to the visit the premises' fire safety policy and risk assessments. Group Leaders must ensure that that the students understand emergency procedures and how to vacate premises quickly and safely. A Fire and Evacuation Drill needs to be undertaken as soon as possible after arrival to assist with this.
- 5.3.10** The group leader and deputy must carry a list of all members of the group. Regular checks and 'head counts' need to be carried out and medical details readily available.
- 5.3.11** Party members should carry means of identification when in unfamiliar surroundings or when involved with large scale events, visits to major cities, sports matches, where large crowds of people are present.
- 5.3.12** Students must not leave the party without express permission. Any other arrangements must be at the discretion of the group leader, who should take into account the age, competence and level of self discipline of the student.
- 5.3.13** More flexibility may be exercised regarding staffing arrangements for smaller groups when all students are over 16 years of age. In these circumstances the arrangements must be agreed in writing through the EVC and by SLT, and with parents/carers.

- 5.3.14** Where more than one vehicle is involved in transporting a large group, the deputy leader should not be in the same vehicle as the group leader.
- 5.3.15** EVC's and group leaders should be satisfied that students are medically fit to undertake any activities and obtain a declaration to this effect from parents/carers depending on the purpose and nature of the visit or trip. The appropriate forms must be available at the 'home' site. Accompanying staff also need to be sufficiently fit to be able to participate or supervise activities alongside students where appropriate.
- 5.3.16** The Activity Centres (Students' Safety Act 1995) **does not apply to overseas visits, exchanges and expeditions**, but any activity provider whether commercial or of charitable status must hold the equivalent of the approved UK national qualifications or its foreign counterpart. To instruct, guide or supervise students, activity providers must comply with the criteria laid down in 6.3 Appendix C page 18 and complete the Provider Standards questionnaire in 6.5 Appendix E page 22. (Further information on overseas visits is given in the **Category 'C' activities** section 5.1.3, page 9). Written confirmation of relevant instructor qualifications and their experience under similar conditions must be sought before the booking and confirmation of the visit is made.
- 5.3.17** When taking a minibus abroad and driving overseas additional requirements need to be met. See the EVC for more details.
- 5.3.18** **Exchange visits involving 'home stays'** require a high degree of planning, good communication and trust with the host school/agency abroad and good relationships all round.
- In particular, group leaders should:
- Seek reassurances from host school/agency regarding the procedures for vetting and approving the suitability of host families
 - Ensure when ever possible, the student will not be on their own but sharing accommodation with a peer of the same sex
 - Establish an easy and accessible system of contacting a member of their own staff
 - Advise the student of the ground rules agreed between the Group Leader and the host family and confirm acceptance of these arrangements
 - Inform host families of any medical or dietary needs of the student in their care
 - Set up clear arrangements for collecting and returning the student
 - Brief the student regarding emergency arrangements and encourage contact with their staff in case of anxiety or concern, and be aware of cultural, religious and environmental differences.
- 5.3.19** Group Leaders must be familiar with the nature of conditions likely to be encountered. This often requires an advance inspection visit by the Group

Leader or seeking advice and information from colleagues who have undertaken similar visits to that venue.

- 5.3.20** Prior information must be obtained about local hazards and safety requirements that are likely to be encountered. Contact should be made in advance with local agencies, park rangers etc., in order to ascertain prevailing conditions. All those leading parties in 'high risk activities' i.e. mountains, moors, on water and especially under 'winter' conditions, must hold relevant NGB qualifications.

Informed and responsible local advice must always be sought and acted upon.

- 5.3.21** For local walks in non remote countryside or along coastal paths, consideration and recognition in respect of accumulated experience and proven competencies of those leading groups over considerable periods of time is given to staff who may not hold formal/specific qualifications.

- 5.3.22** All party members must be suitably clothed and equipped for the particular activities and conditions likely to be encountered. They must be trained in the use of specialist items of equipment and made aware of relevant safety procedures.

- 5.3.23** There must be clearly understood methods of communication for the party and the means of summoning outside assistance if necessary. The Group Leader must be in possession of Emergency Numbers and Emergency Procedures information. See 6.1 Appendix A on page 16

- 5.3.24** A member of the Group Leadership team, who may be one of the provider's staff, must have an appropriate First Aid qualification for the type of activity to be undertaken, and carry the necessary First Aid kit.

For outdoor adventurous activities a current HSE approved course with **an additional 'bolt on' outdoor element** is strongly recommended. This should reflect on dealing with incidents occurring in remote environments where 'outside' medical help is not readily available, i.e. hypothermia, longer term patient care, self help and evacuation techniques. It should also address protection from exposure to the sun and heat related issues. Leaders should have a general awareness of conditions like Weil's Disease from rats urine and Lyme Disease (from infected sheep/deer ticks) and know methods of prevention and avoidance.

For residential trips, at least one member of the site staff will possess a valid HSE recognised four day First Aid Certificate. For other non residential visits the first aid requirements should be determined by the risk assessment (based on the activities involved). Where there is already adequate first aid provision at the intended destination (provided by the activity provider) first aid cover will only be required for the journey there and back. If this journey is of

a significant length, or is likely to follow a route that is remote and where access to help may be difficult or time consuming, first aid cover is likely to be required (consideration also needs to be given to people with special/medical needs).

If the journey to and from the intended destination is short or follows a route through urban areas and/or where a detour to a Hospital is not likely to take much time, there may not be a need for any first aid cover on the journey.

- 5.3.25** The Group Leader must ensure that accompanying adults are familiar with local emergency procedures, agencies to contact and telephone numbers of other useful services.
- 5.3.26** The Group Leader must ensure that the students are fully briefed about local conditions and what to do if an emergency arises, if they get lost, or are in any difficulty.
- 5.3.27** The Group Leader must ensure that parents/carers can be contacted readily via the EVC / SLT in cases of emergency. Staff should carry contact lists and medical forms at all times.
- 5.3.28** SLT / EVC's must make **contingency plans in advance** through consultation with the Group Leader for the care and/or return of individual students in the event of illness, accident or for disciplinary reasons, or in the event of visits being delayed for any reason. Parents/carers must be informed of the key points of this plan especially any additional financial implications.
- 5.3.29** In the event of an incident or illness, parents/carers must be informed as quickly as possible. If the student sustains an injury the Academy "Incident Report Form" must be completed and a full report including statements from eye witnesses be submitted.
- 5.3.30** The Academy has a policy of **monitoring and recording incidents** including '**near misses**' to help keep the number of potential accidents to an absolute minimum and to promote 'good practice' by learning from other people's experiences. Near misses are a pointer to areas where risks may not be well anticipated or controlled. **Monitoring** is readily applied by checking compliance with the precautions identified during the risk assessment process or in conditions laid down under safe 'operating procedures' or 'codes of practice'. Spot checks on the accuracy of information provided on notification forms, and site visit monitoring, will take place as and when deemed appropriate.
- 5.3.31** The **consumption of any alcoholic drinks** by students on off-site visits is not permitted.
- 5.3.32** **Alcoholic drink** should not be consumed by staff while on any trip.

5.3.33 Illegal drugs or banned substances must not be, under any circumstances, used by staff, accompanying adults or students on any activity at any time.

6.1. **Appendix A - EMERGENCY NUMBERS and EMERGENCY PROCEDURES**

- **Ensure the safety and welfare** of all the members of your party.
- **Get Emergency attention.** Notify and request assistance from Police, Fire, Ambulance or Coastguard Services as required. **Call 999 or 112**
- **In the event of an Emergency during normal office hours, RING the Academy on 0117 377 2071.**

THEN ADOPT THE FOLLOWING PROCEDURES:

- **Contact and inform the named member of SLT** with all relevant details of the incident. They must activate your communication plan and will contact parent/carers as necessary.
- **Write down accurately all relevant facts,** times, witness details, and preserve any vital evidence.
- **Make contact again with your named member of SLT as frequently as is necessary to provide updates on the situation.**

In the event of an out-of-hours emergency, ring the named member of SLT and give them of all relevant details of the incident.

6.2. Appendix B Notification and Approval Procedures.

As stated in section 2.1 of this policy, all off-site visits/school trips including residential visits, excursions and Outdoor and Adventurous Activities must be notified, checked and approved by SLT.

1. Complete an Initial Trip Proposal Form as soon as you know you want to run a trip and no later than **4 weeks** before the trip date. Once complete and fully signed please bring to the Academy Business Manager to discuss and obtain final approval.
2. Set up the Trip on Evolve at least **3 weeks** before the trip date. This must include:
 - the signed Initial Trip Proposal Form
 - the signed Risk Assessment(s)
 - the individual student names invited to attend the trip
 - the designated staff (minimum ratio 1:15, 1:8 on residential)
 - trip itinerary
 - specific SEN risk assessment (if applicable)
3. Remember to click on submit so that it can go to the EVC Manager for review.
4. If any of the above items are missing or incomplete, the ABM will return the Evolve trip to you electronically with comments about what you need to do.
5. The trip on Evolve must be fully approved by the EVC and then the Principal at least 2 weeks before the trip date.
6. Once fully approved, letters can be sent to parents via the Admin Team.
7. Have a staff trip planning meeting to go through the risk assessments and itinerary.
8. All permission slips must be returned at least 3 days before the trip date so Kate Lapham has sufficient time to prepare the documents you need to take with you.
9. After the trip you must log onto Evolve to complete the Evaluation section of the Trip.

6.3 Appendix C – criteria required for external and commercial providers

All new external providers are expected to complete the 'Provider Standards' questionnaire shown in Appendix E.

- Ensure that the Provider holds a current AALA Licence or has the recognition and approval of the relevant National Governing Body
- Ensure that instructional staff are sufficiently qualified, competent and experienced to meet the requirements of your programme
- Does the provider have written **risk assessments** for each activity and written **operational procedures**: are these available on request?
- Does the provider meet the Academy Equal Opportunities and Inclusion criteria?
- Does the equipment conform to NGB recommended standards and is it maintained in accordance to current good practice guidelines?
- For Residential Centres in particular: does the provider have an adequate Health and Safety Policy in place, a recognised written Fire Risk Assessment document and CRB Police Clearance for all adults having unsupervised access to students? and,
- For Overseas visits or Expeditions in particular: check all contractual agreements carefully before signing up with commercial providers, establish whether providers are financially secure (i.e. ATOL, ABTA, bonded) that they have adequate insurance policies, experienced and reliable 'in country' agents and that instructors, local guides and porters are suitably experienced and knowledgeable about the areas in which your group is operating.

Further Points to consider:

- Obtain recommendations and favourable references from colleagues who have used the services of your prospective provider
- Ask for references from other satisfied users if the provider is not known locally
- Will the provider allow negotiation to take place on course/activity content to cater for the ages, abilities and experience of all the students in the group?
- Will there be sufficient flexibility to accommodate changes to the programme if circumstances change (i.e. weather conditions, special needs of students, behavioural considerations?)
- Is the provider delivering a Quality experience and giving Value for Money?
- For Overseas visits or Expeditions, how long has the provider been operating, and who owns the Provision? Ask for the CV of the person actually leading your group in the overseas site, how knowledgeable is the "in country agent"?

6.4. Appendix D Off-sites Visits/School trips Notification Form

Initial Trip Proposal Form			
Trip Title with brief description:			
Brief overview of expected benefits/impact of proposed trip:			
Date of Trip:	Departure Date	Return Date	
Departure/Return Times:	Departure Time from BMA	Arrival Time Upon Return to BMA	
Destination:			
Is it a compulsory element of the curriculum?	Yes	No	
	If yes, please explain:		
Number of Students:	Male	Female	Total
	Year 7		
	Year 8		
	Year 9		

Year 10 Year 11			
Total Cost of Trip (£):			
Student Contribution (£):			
Total funded by BMA (£):			
Budget to be allocated against:	<i>(i.e. if the student contribution does not cover the full cost of the trip)</i>		
Transport:	Mode of Transport	Transport Provider	
<i>The ratio of staff to students is dependent on your risk assessment but a minimum ratio of 1:15 is usually necessary.</i>			
Teaching Staff Attending:	<u>Names</u>	<u>Periods of Cover Needed</u>	
	<u>Names</u>	<u>Periods of Cover Needed</u>	

Non-Teaching Staff Attending:		
Please tick to confirm that you consulted with Mandy Morris over cover requirements?		<input type="checkbox"/>
Have you informed the canteen staff if the trip is out over lunchtime?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Is another trip or event within the academy going on on the same day? (<i>check in the BMA Calendar</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		

Proposed Trip Approval			
It is the Group Leader's responsibility to ensure that all other signatures are obtained before this form is passed to the EVC – Helen Barnes .			
	Name	Signature	Date
<p><i>As Group Leader I confirm that I take overall responsibility for the supervision and conduct of the trip and that I have briefed my Deputy Group Leader. I confirm that I will complete the EVOLVE documentation at least 2 weeks prior to the date of the trip.</i></p>			
Group Leader			

SLT – Kris Bridgeman			
EVC – Helen Barnes			

6.5 Appendix E 'PROVIDER STANDARDS' QUESTIONNAIRE (PSQ)

For completion by providers of outdoor education, visits and off-site activities to Bristol Metropolitan Academy.

Name of provider organisation:

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all specifications you meet. Indicate by a cross any you cannot meet. Write N/A against any specifications, which do not apply to your provision.

Section A should be completed for all visits. Section B (adventurous activities) should also be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.
3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.
4. There are adequate and regular opportunities for the group leader to liaise with the provider and designated staff.
5. The centre has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.

6. All reasonable checks, including DBS checks, are made for staff who have unsupervised access to young people for relevant criminal history and suitability for work with young people.
7. There are adequate and regular opportunities for liaison between visiting staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.
8. The provider has public liability insurance for at least £5 million.
9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.
10. The provider encourages responsible attitudes to the environment as an integral part of the programme.
11. All vehicles are roadworthy and meet statutory requirements. Drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.
12. A fire risk assessment has been completed and meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.
13. Security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation.
14. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is suitably located to ensure adequate supervision

SECTION B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES

15. The provider meets the requirements of the Adventure Activities Licensing Service (AALS).

For AALS licensable activities the specifications in this section may be checked as part of an AALS inspection. However, providers registered with AALS are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.

16. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and informed by a risk assessment.
17. The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants are competent to undertake their duties.
18. The provider maintains a written code of practice for each activity which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.
19. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser.
20. Visiting groups will have access to appropriate first aid. Centre based staff are practised and competent to respond to accidents and incidents.
21. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
22. All equipment used for activities is suited to the task and adequately maintained and monitored in accordance with current good practice.

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any accreditation with AALS, national governing bodies, tourist boards etc.

Signed:

Date:

Name:

Position in organisation:

Tel:

Fax:

Email:

Thank you for completing this form. Please return it to the Group Leader who requested this information.

6.6. Appendix F The Role of the EVC.

Responsibility for the approval of off-site visits/school trips remains with the SLT and the Academy Council. This responsibility may, with the consent of Academy Council, be in part, delegated to the Educational Visits Coordinator (EVC), who will normally be a senior member of staff and able to liaise closely with SLT.

The EVC must:

- have experience in leading and managing a range of educational visits similar to those typically organised by the Academy and be specifically competent in these activities as verified through technical qualifications or practical leadership
- be empowered by the Academy with the authority to fulfil the criteria listed below and have the ability to so empower others. e.g. Group Leaders, voluntary helpers and assistants
- have sufficient credibility to be able to influence colleagues and command respect, and
- be able to support colleagues and students in the formulation of risk assessments and in the development of risk management procedures.

The EVC will be involved with the planning and management of Off-site visits/School trips led, in many instances, by other staff. They will support SLT, Councillors and Group Leaders, by ensuring the employer's standards and policies are met.

The general role of the EVC is to:

- assist in assigning a competent Group Leader to oversee and supervise the activity. i.e. someone with appropriate qualifications, or having a good track record of showing practical experience in similar situations
- ensure that educational objectives for the visit/trip are set and achievable
- ensure that CRB checks are completed on time for all necessary staff and adult supervisors
- undertake the required checks on the qualifications of activity providers, transport, standards of accommodation: this can be achieved effectively by asking providers to complete the Provider Standards questionnaire. (see 6.5 Appendix C, page 60)
- ensure appropriate emergency procedures and contingency plans are in place for each visit/trip
- advise on matters concerning students with special needs and ensure principles of inclusion for all are upheld where ever possible in line with the overall health and safety of those concerned with the visit/trip
- ensure that records, medical information emergency contacts are kept up to date and accessible to those who require access
- generally support SLT in their decision making for visits, and

- ensure that each visit/trip ends with a report back (verbally or written) from the Group Leader to the SLT

The EVC may delegate some of these tasks to an appropriate member of support staff, but will need to ensure that they have all been carried out for each approved trip.

6.7 Appendix G The Role of the Group Leader & Deputy Group Leader

The Group Leader, (sometimes known as the 'Visit Leader') approved by the **EVC** in consultation with SLT, has **overall responsibility** for the supervision and conduct of the visit or activity.

The Group Leader and EVC need to liaise & work closely together.

In particular the Group Leader should:

- have the necessary experience, training and qualifications to safeguard the health, safety & welfare of students and accompanying teachers & adults at all times
- obtain the required approval from SLT before any visits/trips takes place
- follow the policy guidelines and regulations issued by the Academy and the Governing Body
- assess the risks involved and prepare a comprehensive risk management plan in consultation with the other members of staff on the visit/trip. Endeavour to involve students in this process where appropriate
- have prior knowledge of the venue/activity by making an exploratory pre-visit or seeking out information from colleagues who have relevant first hand knowledge
- allocate supervisory responsibilities to each member of staff and ensure understanding of that role by providing briefings, support and training as required.
- prepare and brief students, their parents/carers about the visit/trip and obtain written, informed consent and any relevant medical information, emergency contact details
- determine the level of First Aid cover required for the visit/trip
- establish acceptable standards of behaviour expected from students, staff & adults
- re-assess risks while the visit or activity takes place and amend plans accordingly, and
- ensure that each visit/trip ends with a report back to managers.

A Deputy Group Leader should be appointed for all visits/trips where ever practical. In the event of an emergency, the deputy should have sufficient knowledge of the programme and the relevant skills to take over from the Group Leader. By definition this means that the deputy leader needs to be involved throughout the planning and preparation of visits/trips

Deputy Group Leaders should be in possession of a complete set of documentation for the visit/trip identical to that held by the Group Leader.

Where more than one vehicle is involved in the visit/trip, deputy leaders should travel separately from the Group Leader.

Certain tasks relating to the visit/trip may be delegated to the deputy leader to reduce the work-load on the Group Leader. e.g. overseeing the collection of consent & medical forms, collecting monies, booking venues, issuing kit lists, undertaking fire drills and checking emergency evacuation procedures are in place, generally checking of arrangements.

6.8 Appendix H – Risk Assessment Guidance

HAZARD IDENTIFICATION AND CONTROL MEASURES TABLE	
POTENTIAL HAZARD	CONTROL MEASURES TO CONSIDER
Inadequate Staffing and Supervision	<ul style="list-style-type: none"> - ensure staffing levels are adequate and available to run the activity safely - thoroughly brief all staff and ensure roles and responsibilities are agreed and clearly defined, especially for any volunteer helpers and parent/carers/carers. - ensure staff are competent, experienced and suitably qualified to run the activities - have measures in place to reduce the chances of physical/verbal abuse or harassment to or by the public - draw up a code of conduct, to be agreed by all involved, to deal with unacceptable or disruptive behaviour.



<p>Activities Inappropriate for the Persons Involved.</p>	<ul style="list-style-type: none">- A risk assessment must be undertaken to ensure that any activities engaged in are within the physical limits of capability of all persons involved- consent and medical forms to be obtained and checked- emergency contacts should be established for ALL persons involved in the activities- ensure that there are no unresolved concerns over group members abilities to participate- careful consideration needs to be given to those with special educational needs.
<p>Hazardous Terrain.</p>	<ul style="list-style-type: none">- the leader of the activity must know the chosen area where the activity is to take place- any particular hazards in the area of the activity should be identified, i.e. cliffs, quarries, steep gullies, loose rocks, areas of water, railway lines, dangerous roads.- ensure the group, and their supervisors, can cope with the intended terrain- the area of the activity must be able to be effectively supervised, especially if 'remote supervision' is to be used- contingency plans should be drawn up in case the activity does not go to plan. If activities involve remote areas, emergency 'escape routes' should be planned- where activities are likely to take part in the hours of darkness, all persons should be issued with torches and spare batteries made available and be briefed concerning extra difficulties which could be encountered when moving around after dark.



Access and Environment.	<ul style="list-style-type: none">- ensure permission is granted for the area intended for the activity- adequate parking facilities should be arranged at the start and finish of the activity- identify, and avoid, any environmentally sensitive areas- ensure that leaders are aware of other groups who may be using the same area/facilities at the same time- all restricted areas should be known, i.e. military firing ranges, fishing, private land, grouse moors, forestry operation, quarrying etc.- where activities involve leading a group along a road (or anywhere where vehicles are operating), those supervising should wear high visibility clothing.
Inadequate Transport Provision	<ul style="list-style-type: none">- for travelling to and from the activity, adequate provision is made for transport and in line with Bristol City Council's guidelines - this also extends to the hiring of transport from commercial providers- all private vehicle users must be licensed, competent and fully insured to carry passengers. Private vehicles and CYPs site transport must be road legal and basic safety checks should be carried out prior to use- additional supervision may need to be considered where public transport is to be used.
Persons Inadequately Prepared for the Activity.	<ul style="list-style-type: none">- appropriate clothing, equipment and footwear should be identified and agreed- Carefully brief Pupils/Children/Young People/students in respect to the expected conditions to be encountered ie weather, the degree of fitness required, estimated duration of the activity, travelling time, food and drink requirements etc.



Persons Not Adequately Insured.	<ul style="list-style-type: none">- ensure that adequate insurance is provided for ALL aspects of the activity.
Activities Planned in Unfamiliar Places.	<ul style="list-style-type: none">- issues such as crime should try and be determined in areas where the activity is planned- procedures to reduce the risk of persons getting lost in large areas (city centres, theme parks etc.) should be prepared and all persons fully briefed i.e. pre-arranged meeting places, communications (mobile phones, radios)
Unplanned & Uncontrolled Events	<ul style="list-style-type: none">- consent, medical and emergency contacts should be established for all persons involved in the activity- adequate first aid provision is available at all times and all persons are familiar with the trained persons- establish procedures for sickness, toilet stops etc.- local emergency services should be known and the best methods of summoning help- there should be an expectation that particular activities may result in adverse affects on persons (especially younger persons) from 'white knuckle rides, travel sickness or those on medication or under the influence of drugs/alcohol.
Persons Who Miss Transport Connections.	<ul style="list-style-type: none">- appropriate procedures are available i.e. emergency phone numbers, second 'sweep up' vehicle and getting home in the dark.



Poor or Unexpected Weather Conditions.	<ul style="list-style-type: none">- weather and tide forecast, where appropriate, need to be referred to prior to the activity if it is likely to have a an influence- factors such as cold, rain, wind or heat should be considered if as these are likely to affect the safety of the group- additional protection for sun, heat, should be considered- a contingency plan must be drawn up in the event of unexpected weather conditions.
Persons Who Get Lost Accidentally.	<ul style="list-style-type: none">- ensure all persons are advised of an agreed site to wait if they find themselves lost i.e. central customer services if in a theme park, seek police or security personnel or to wait where they are if in wide open areas- if mobile phones are available, all persons know the number of the supervising staff and visa versa- agree a site where the whole group can gather for a head count (perhaps a couple of times a day) if in an area such as a theme park
Persons Who Abscond.	<ul style="list-style-type: none">- additional supervision should be considered where there is reason to suspect that a persons may abscond during an outdoor activity. In extreme cases, Pupils/Children/Young People may have to be excluded from the activity

6.9 Appendix I RISK ASSESSMENT PROFORMA

RISK ASSESSMENT PROFORMA *to be completed by the Group Leader*

Title of Activity/Event: _____ Date of Activity/Event: _____ Group Leader Name: _____

Group leader signature: _____ Date: _____

Deputy group leader signature: _____ Date: _____

EVC signature: _____ Date: _____

SECTION 1



What Is The Task/Activity or Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who Is affected or exposed to hazards?	What Degree of Injury Can be Expected (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What Likelihood/ Probability is there of an Accident accruing? Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix table 2)?



<p>Driving – school minibus</p>	<ul style="list-style-type: none"> • Distraction caused by: <ul style="list-style-type: none"> Mobile phones Navigation systems Entertainment systems & high noise levels Behaviour of passengers Eating & drinking Insecure loads Stress or Road Rage Illness or back pain • Fatigue: <ul style="list-style-type: none"> Sleeplessness Inability to concentrate Long work hours • Neglect: <ul style="list-style-type: none"> Poor maintenance of vehicle • Journey: <ul style="list-style-type: none"> Getting in & out of vehicle Long driving hours 	<p>All drivers using vehicles for schools business, other road users and members of the public plus passengers.</p>	<p>Fatal</p>	<ul style="list-style-type: none"> • Drivers of the school minibus must have valid MIDAS training. • Driver must understand and comply with the Highway Code • Drivers must ensure that the vehicle is in a roadworthy condition. Drivers should carry out basic safety checks on the vehicle before commencing a journey by using the Minibus Checklist. • The driver is responsible for ensuring that any load carried does not exceed the stated weight capacity of the vehicle. All loads must be appropriately secured to prevent objects shifting during transit. • Drivers should make themselves aware of any adverse weather conditions that may impact upon their journey and allow additional time as part of their plans. Drivers should feel confident in making a decision not to travel if driving conditions are considered hazardous. • Drivers should pre-plan their route, taking into consideration the class of roads being used, likely traffic congestion and any major road-works / closures. • Drivers should make use of local and regional traffic reports, traffic websites and satellite navigation road information in order to avoid any unnecessary delays in their journey. • Satellite navigation systems can be used but these should be programmed before commencing driving to avoid any unnecessary distraction for the driver. 	<p>Remote</p>	<p>Medium</p>
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	<p>Getting lost</p> <p>Weather conditions</p> <p>Collision or loss of control</p> <ul style="list-style-type: none">Alcohol, Drugs & Substances: Illegal, as well as prescribed and over the counter.			<ul style="list-style-type: none">Drivers should take adequate rest breaks during their journey ~ recommendation is to take at least a 15 minute break every 2 hours of continuous driving. Wherever possible these breaks should be taken in areas where access to welfare facilities is available e.g. local services / motorway service stations. Pregnant women may require more frequent rest breaks.Drivers may opt to make the journey by public transport to avoid the anxiety associated with driving.Drivers should allow sufficient time to complete their journey in order to avoid the anxiety associated with traffic congestion or being late for a meeting.Drivers should plan to make their journey during their normal working hours. Where an early start or late finish to a journey is unavoidable provision must be made for more frequent rest periods to mitigate the effects of tiredness and fatigue upon driving performance.Only hands free mobile devices are not to be used when driving.		



<p>Travel – locally on foot</p> <p>Once parked</p>	<ul style="list-style-type: none"> • Bad pupil behaviour • Lost student 	<p>Pupils, staff, other assisting adults</p>	<p>Fatal – traffic collision</p> <p>Minor - other</p>	<ul style="list-style-type: none"> • Annual letter home with permission slip to authorise walking trips throughout school year. • Staff must count all students before each departure • Ensure adequate supervision – minimum of 1:10 staff to student ratio • Do not rush towards the transport, line up sensibly – use footpaths • Pupils walk in pairs. • Staff / helpers to be spread across class line. 	<p>Remote – traffic collision</p> <p>Possible - other</p>	<p>Medium – traffic collision</p> <p>Low - other</p>
<p>At the event</p>	<ul style="list-style-type: none"> • Bad pupil behaviour • Lost student • Injury 	<p>Pupils, staff, other assisting adults</p>	<p>Major</p>	<p>Students will be given a “buddy” who they must stay with when away from the seating area.</p> <p>All students will be given the school mobile number to contact trip leader</p> <p>Students will be responsible for their own ticket within the venue to remember their seat.</p> <p>There will be a given “lost point”. If any students find themselves lost they can find this obvious space to return to and will be found by one of the two members of staff.</p>	<p>Remote</p>	<p>Low</p>

If the risk rating is Unacceptable, High or Medium proceed to section 2. If the risk rating is Low no further action is required.

RISK ASSESSMENT ACTION PLAN

SECTION 2

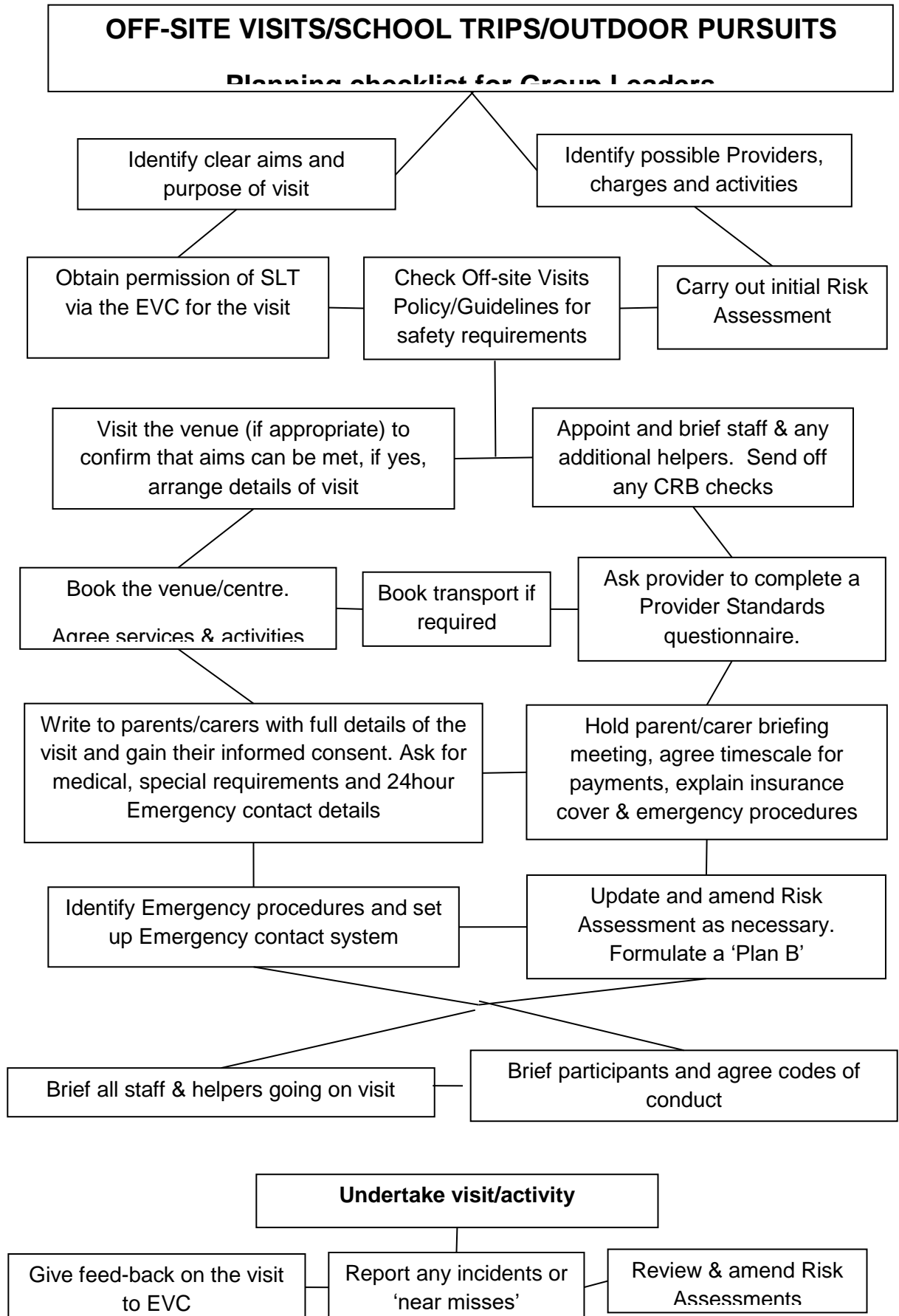
What is the Hazard You need to control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to at least the MEDIUM RISK RATING or ideally the LOW RISK RATING ?	Who is responsible for implementing these controls?	When are these controls to be implemented? (Date)	When were these controls Implemented? (Date)
Driving – school minibus				



Travel – coach				
Travel – locally on foot				
During activity				



6.10 Appendix J – Planning Checklist for Group Leaders



6.11 Appendix K - “Last minute” check list for Visits & Activities

	ITEMS TO CHECK/TAKE ON VISIT	YES	NO	ACTION REQUIRED
1	Laminated copies of emergency response sheet			
2	Complete lists of names, medical & consent forms, emergency contact details, any special needs information for all students staff and voluntary helpers.			
3	Have these lists be duplicated for all staff plus copies deposited with the ‘home base’ contact person?			
4	Students’ medicines and details of dosages required for each individual?			
5	Are First Aid kits available?			
6	Is a Travel sickness kit required?			
7	Vouchers for accommodation, activity sessions, entry coupons etc. for events			
8	All personal luggage, rucksacks, ‘day’ bags			
9	Bottled water for journey			
10	High visibility jackets			
11	Phone numbers for the venue, transport company, local doctor, dentist, NHS drop-in centre etc.			
12	Mobile phone, school/centre digital camera			
13	Contingency funds/petty cash			
14	Procedures in the event of transport delays or breakdowns			
15	Food & drinks for the journey			
16	Any specialized equipment required for project work			
17	Copy of Insurance details – School Journey Policy etc.			

18	Recreational kit, - footballs, board games, DVD's			
19	Passports, visas, travel documents for participants & vehicles			
20	European Health Insurance Cards (the EHIC cards supercedes the E111 form)			
21	Collection times for students at the end of the visit			
	Please add your own below			