

Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers



Offsite Visits Policy

Reviewed June 2022

OFFSITE VISITS POLICY

PRINCIPLES

Newark Orchard School recognises the value of offsite visits and residential experiences for young people and seeks to develop provision for all pupils and students within the school. There is a clear commitment from school to provide extra-curricular and field study experiences. All visits and residential field study trips are planned, organised, led and managed according to the NCC School Visits Policy (Appendix 1)

OFF SITE VISITS

All students will have the opportunity to take part in off site visits during their time at Newark Orchard School.

Visits are used regularly to enhance and enrich the curriculum and provide valuable opportunities for students to:

- Practice their life skills.
- Consolidate skills learned in class.
- Develop their personal and social skills.
- Learn about the community and the world around them.
- Gain new experiences.
- Increase their confidence and self-esteem.
- Support independent travel training

The Curriculum Leader and Subject Coordinators are responsible for ensuring the inclusion of a balance of appropriate offsite visits in support of the curriculum across the school.

RESIDENTIAL FIELD STUDY TRIPS

The aim of field study trips is to provide for and enable all pupils/students the opportunity to participate in a residential experience away from school. This is to enable students to participate in different experiences and social opportunities and develop life skills.

Residential field study trips are planned by a small sub-committee led by a member of the Senior Leadership Team experienced in planning FSTs, with full consultation of parents/carers and staff. The primary purpose of the trips is to present to pupils and students' opportunities to develop life skills and group living skills in a new environment away from school and local influences. It is also considered appropriate to offer new experiences and the opportunity to present and promote new skills, delivered either by staff drawn from within school or drawing on the expertise of specialist staff at recommended and approved centres. Thus, pupils and students may be offered activities such as climbing, abseiling, canoeing, sailing, orienteering, camp skills etc or historical/geographical field work skills etc. All activities have an educational outcome but personal and social skills also have a high priority.

STAFFING OF FIELD STUDY TRIPS

- Senior Manager (as leader)
- Teachers
- Teaching Assistants
- Personal Care Assistants
- Volunteers

NB: Newark Orchard School has adopted the Nottinghamshire County Council's School Visits Policy (see Appendix 1).

CHARGING

Parents/carers will be requested to make a contribution for residential field study trips and will be assured that in the event of an activity being sponsored by a benefactor, no cost will be levied.

To enable the FST programmes to develop and continue, funding support is raised through 'The Friends of Newark Orchard School', sponsorship, parental/carers contributions.

AIMS IN THE FUTURE

The residential field study trips of Newark Orchard School are acknowledged as being of the highest quality in terms of organisation, logistics, contingency, staffing support (a huge voluntary investment), experience, pupil/student outcomes and considerations of health and safety. It is recognised that the value added element to the young person's educational experience is of considerable importance and has significant benefits to all those involved in the programme. Continuing and developing the programmes will enhance the individual's educational experience and promote equality of opportunity and entitlement within an element of the vision statement for the school.

It is important that the current plans for FSTs and future developments are approved and monitored by the school Governors.

Nottinghamshire County Council - Establishments Visits Policy

Introduction

This policy template is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2018. It is essential that Nominated Managers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

Policy Statement

The Governors and Head Teacher of Newark Orchard School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

Statement of Safety Policy

The Governors and Head Teacher recognises that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the Governors and Head Teacher will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from establishment whether provided by establishment or a contracted provider.

Statement of safety organisation Organisation and responsibilities

Responsibility for all visits rests with the Governors and Head Teacher within individual establishments. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

The person named below will oversee and monitor this policy.



Nominated Manager

The Head Teacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations.

The Head Teacher must authorise all visits and where applicable seek the approval of the Local Authority for Category C events.

The Head Teacher will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Head Teacher will agree, with a named Visit Coordinator (VC), the duties delegated to the VC or in absence of a VC fulfil this function themselves.

Visit Coordinator (VC)

Lisa Williams and Leanne Hurdle

They will undertake duties as agreed between themselves and the Head Teacher. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

The VC will be conversant with Nottinghamshire County Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

Visit Leader

The Visit Leader should be conversant with Nottinghamshire County Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the VC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

Supervisory staff

All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's Visits Guidance and the specific risk assessment/s for that event.

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

Establishments must use this system or implement alternative arrangements that are similarly robust.

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

Category A – Locally Approved Visits

All such events will be approved by the Head Teacher and Deputy Heads and managed in the establishment by adherence to Nottinghamshire County Council visits guidance and establishment-specific operating procedures. This establishment's operating procedures for visits are:

- Specific risk assessments to be completed and approved at the beginning of the year/term in which the visit is to take place.
- Dates and frequency of such visits to be identified as far as possible, eg weekly etc.
- School Visits Coordinator to be notified of regular, local visits.
- Department staff (Team Leaders/Deputy Head) to be notified when visits occur.
- A school Educational Visits Form (see Appendix 2) to be completed for each visit, detailing students and staff involved.
- A school Educational Visits Form to be handed into department office prior to leaving the school site.

NB: Where visits occur across the school, eg swimming and horse riding, these risk assessments will be compiled/renewed by Team Leaders on an annual basis and approved via 'EVOLVE'. All staff will then be able to access these documents via 'EVOLVE' before following the procedures identified above for undertaking a category A visit.

Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all-day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the EVC coordinators and Head Teacher and managed by adherence to Nottinghamshire County Council visits guidance and establishment specific operating procedures.

Category C Service & Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the EV and the Head Teacher and be delivered when establishment is in receipt of Local Authority approval.

Where the establishment uses external providers for activity provision, suitable assurance must be sought by the establishment to ensure that they are suitable and appropriate for use.

Newark Orchard School will refer to these useful document when planning a trip which can be located on the EVOLVE dashboard.

Appendix 3: visit planning checklist

Appendix 4: Confidential parent consent form

Appendix 5: Provider assurance checklist

Appendix 6: summary of responsibilities

Appendix 7: The health and safety of off-site visits.

Signed Chair of Governors:.....Date:.....

Signed Head Teacher:..... Date:.....



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PLEASE SEE VEHICLE DOCUMENTATION CHECKLIST ON REVERSE OF THIS FORM

Educational Visits Form

(This form must be completed before the offsite visit takes place)

Please circle as required:

DAY & DATE

CLASS 1	2	3	4	5	6	7	8	9	9a	10	11	12	13	14	15	16
TEACHER	MT		LH		LW		KF		KJ		JMcE		RMcW		EA SC	SE
	MF		JH		ML		CMcG		CMy		JN		DO		AP CP	JR
	GS		RS		AW											
STUDENTS	1						6					11				
	2						7					12				
	3						8					13				
	4						9					14				
	5						10					15				

REASON FOR PLANNED VISIT / DESTINATION (All youngsters to have specific learning objectives that can be met and recorded)

STAFF SUPPORT

RT	ME	CH	PJ	PH	LH	SG	HM	KP	SSt	JT	ST	SWH
SBa	MB	LB	SBi	PB	RC	ACr	KD	AG	RG	AH	DH	NK
HM	CM	RM	SO'S	YP	DP	AP	JuR	JRo	IS	SSi	LS	HT
SWa	AWa	JW	AWh	DY	C-AD	KE	RF	RH	BL	AM	MP	SP
CS	SWo	BB	Ach	DC	GL	TM	JP	DR	LWh	AWil	DW-M	

CHECK LIST

- Book out form completed
- Medication taken
- Residential FST

Driver _____

Phase Leader/EVC Approval

- Mobile phone taken Number
- Visit consent (parents)
- Mini-bus used
- Specific Risk Assessment Number(s).....
- Generic RA Number(s)

LEAVE SCHOOL: _____

RETURN TIME: _____

VEHICLE DOCUMENTATION CHECKLIST

*****Please note ALL drivers are responsible for ensuring that their Minibus Driver Permit is up to date and that application to renew is made within the appropriate time limit**

FN54DCU	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	26/11/21	30.10.2021	26.11.2022					
INSURANCE		01/04/21	31/3/22					
TAX	05/06/20	30/6/21						
	01/02/21	31/01/22		01/02/22	31/01/23			
AA		01/04/21	31/3/22					

FJ07ORX	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	13/6/22							
INSURANCE		01/04/21	31/3/22					
TAX	30/6/22							
AA		01/04/21	31/3/22					

GN17CCZ	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	03/6/22							
INSURANCE		01/04/21	31/3/22					
TAX	22/05/20	31/5/21						
	01/02/21	31/01/22		01/02/22	31/01/23			
AA		01/04/21	31/3/22					

WU57WXE	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	25/11/21	03.11.2021	25.11.2022					
INSURANCE		01/04/21	31/3/22					
TAX	28/2/22	21/2/22	28/2/23					
AA		01/04/21	31/3/22					

Visit planning checklist**First steps**

- Clarify aim of visit, identify participants involved and potential numbers.
- Discuss with Nominated Manager/VC viability of proposal and competence to lead the visit, gain outline approval.
- Investigate possible funding and identify support staff.

Background research -

- Read Visits Guidance for Children and Young People.
- Research location, tour operators and /or travel arrangements.
- Consider alternatives.
- If the visit involves adventure activities, discuss with the LA Outdoor Education Adviser where appropriate.
- Speak colleagues who may have previously undertaken similar visits
- If going abroad, check the Foreign Office and Health Department websites for safety and health risks.

Planning

- Read through the LA generic risk assessments and make sure your plans are in accordance with these.
- Make preliminary visit to enable an effective risk assessment.
- Obtain information and safety assurances from provider.
- Plan programme including recreational time.
- Consider any issues of inclusion for participants with additional needs.
- Consider what level of first aid is appropriate for the visit.
- Complete specific risk assessment with advice from VC if required.
- Decide on number of participants and selection procedure if required.
- Establish financial arrangements and cost - including contingency.
- Establish insurance arrangements.
- Book accommodation, travel and other arrangements.
- Consider alternatives within the programme for use if required.

Staffing

- Ensure that you have competent leaders and supervisors.
- Develop a plan for supervision and management of the visit.
- Arrange a briefing for staff involved.

Parents and participants

- Prepare written information for parents and participants (refer to check list in section 7).
- Make arrangements for applications and collection of money.
- Hold parents' meeting.
- Discuss programme and activities - use photographs if possible to explain outcomes and risks involved.
- Receive applications and select group according to agreed criteria.
- Issue parental consent forms for completion, equipment and clothing lists, contact details and any other instructions.

For visits abroad

- Check Foreign Office website regularly.

- In plenty of time, check passport and visa arrangements (particularly if any non-British nationals included) and make necessary applications.
- Check consent arrangements for any children in care.
- Arrange European Health Insurance Cards (EHIC).
- Order foreign currency.

Approval

- Submit approval application for Category B and C events via EVOLVE at least 4 weeks in advance for residential events and 8 weeks for trips abroad.

Pre-visit preparation

- Ensure you have full parental consent for all participants, check medical information provided and deal with any issues.
- Check arrangements with travel operator/providers.
- Issue updated information to parents, staff and pupils.
- Plan emergency procedures and collate contact details for all.
- Brief participants on visit and health and safety procedures.
- Ensure all necessary documentation is obtained.
- Carry out a final check of all essential documentation just before departure.

While on the visit

- Maintain effective ongoing supervision.
- Review your plans and amend as appropriate.
- Keep staff informed of any alterations to operating procedures.

On return

- Review visit with pupils and collect their comments.
- Prepare report for VC/Nominated Manager/Governing Body.
- Ensure financial accounts are closed.
- Deal with any insurance claims, complaints and accident reports.
- Write letters of thanks.
- Celebrate the visit.

Confidential Parental Consent Form
(to be distributed with full details of the visit)

1. Consent for participation in the visit

Visit Leaders name : _____

Visit to: _____

Date(s)/Times: From: _____ To: _____

I agree to my son/daughter _____ **(name)** taking part in the above-mentioned visit and, having read the information provided, agree to his/her participation in any or all of the activities* described. I acknowledge the need for obedience and responsible behaviour on his/her part. I understand that there is some level of risk in every activity but that this visit will be managed to minimise the risks involved. I understand the extent and limitations of the insurance cover provided. I understand that as part of the planned transport arrangements, or in emergency, it may be necessary for participants to be transported in staff vehicles.

* If there are any activities in which your child cannot participate, please give details:

I give permission for my son/daughter's name to be included in the collective passport to be held by the group leader
YES/NO/NOT APPLICABLE

If water activities are involved, is your child confident in water? YES/NO/NOTAPPLICABLE

2. Medical information, declarations and consent

a) Son/daughter's date of birth : _____

b) Does your son/daughter suffer from any conditions of which the Visit Leader should be aware: **YES/NO**

If YES, please give details of anything the leader needs to know about to safety care for your child e.g. illness, travel sickness, allergies, night-time tendencies (sleepwalking, nightmares, bed-wetting) etc.

c) Details of any medication

Name of medication	Dosage	Times of day or circumstances to be given	Method of administration

Any special precautions, side effects of medication etc:

I give my consent ** for a member of staff to administer the above medication which I will deliver to the visit leader before the visit. I understand staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.

I give my consent ** for son/daughter to self-administer the above drugs.

**** delete if not applicable**

d) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious?: **YES/NO**

If **YES**, please give brief details.

e) Is your son/daughter allergic to any medication:

YES/NO

If **YES**, please specify.

f) When did your son/daughter last receive a tetanus injection?

g) Please outline any special dietary requirements of your child:

h) **I undertake** to inform the visit leader as soon as possible of any change in the medical or other circumstances between now and the commencement of the journey.

i) **I agree** to my son/daughter receiving emergency medical treatment, including anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

3. Contact numbers

a) I may be contacted by telephoning the following numbers:

Work: _____ Home: _____ Mobile: _____

My home address is: _____

b) If I am not available, please contact:

Name: _____ Telephone Numbers: _____

Address: _____

c) Name, address and telephone number of family doctor: _____

4. **Any other relevant information** (Please provide NHS number if known and/or home postcode so that medical records can be found quickly on hospital systems if this became necessary).

5. Signature

Date: _____ Signed: _____

Full name (capitals): _____

These details should be available to the emergency contact for the visit.
A copy of this form should be taken by leader on the visit

Leaders should consider the suitability of external providers of activities and services; this may be facilitated by reference to national endorsements such as Adventure Activities Licensing, holders of LOTC quality badge, trade associations or National Governing Body status. Recommendation from other Nottinghamshire County Council (NCC) establishments is useful, and details of previously used providers is available via EVOLVE.

This form can be used with providers at the point of booking to verify standards of provision. Leaders requiring advice on the interpretation of information provided on this form should contact their Establishments EVC or the Outdoor Education Advisor prior to making any commitment to proceed with an event.

Name and address of Establishment	
Email/fax	
Event & Date of Visit	
Leaders name	
Provider name	

For completion by the provider.

Please give careful consideration to the following statements below, responding Yes/No or N/A. Where specific detail is required please provide this in the space provided.

1.	Health, Safety & Emergency Policies	
1.2	Do you comply with relevant health and safety regulations, including the Health and safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	
1.3	Do you have accident & emergency procedures in place, with records available for inspection?	
2.	Vehicles	
2.1	Are all vehicles used roadworthy and meet requirements and regulations in the country they are used including EU regulations on passenger seats and seat restraints?	
3.	Staffing	
3.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for anyone engaged in regulated activity?	
3.2	Are there regular opportunities for liaison between your staff and establishment staff?	
3.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will such reasons for any such changes be made to establishment staff?	
4.	Accommodation	
4.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)	
4.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
4.3	Are security arrangements in place to prevent unauthorised persons entering the accommodation?	

4.4	Are separate male and female sleeping accommodation and washing facilities provided?	
4.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
5.	Insurance	
5.1	Do you hold public liability insurance, which will be current during the visit, which covers all directly provided and sub-contracted activity with an indemnity limit of at least £5 million?	

6.	Sub-contracting	
6.1	Will you sub-contract any services (e.g. activity instruction, transport or accommodation)?	
6.2	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form and are records of checks of sub-contractors available for inspection?	
7.	Adventure Activity Provision	
7.1	For completion where activities are in scope of Adventure Licensing Regulations AALA reference number - Date of expiry.	
8.	Activity Management (to be completed for all activities)	
8.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties.	
8.2	Do you maintain a written code of practise for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
8.3	Do you confirm competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practise?	
8.5	Participants at all times have access to a person with a current first aid qualification, and staff are practised & competent in accident and emergency procedures?	
8.6	Is there a clear definition of responsibilities between your staff and visiting staff regarding supervision and welfare of participants?	
8.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practise, with records kept of maintenance checks as necessary	
9.	Tour Operators	
9.1	Do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (tour Operators and Travel Agents) Order 2001, including bonding to safeguard customer's monies?	
9.2	Details of any bonding in place (ATOL, ABTA etc.)	
10.	Overseas Expeditions Do you agree to provide sufficient written information and assurances specific to the expedition provided as required by the establishment or its employing body?	
11.	Infectious Disease Control (COVID 19 considerations for all visits) Do you comply with all relevant Government and public health advice for the management of infectious diseases and the reporting of including COVID-19. This must also include the management of a suspected, or confirmed, case coming to light before, during, or after the visit of a group.	
12.	Please detail any accreditations specific to this prospective booking below	

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that may adversely affect the safety and wellbeing of user groups.

Signed

Date

Name

Name of Provider

Position in Organisation

Website

Email

Thank you for completing this form, please return to the Organiser named on this document

General organisational responsibilities

- Specific policies and operational protocol for visits - Nominated Managers/ Headteachers and where applicable, Governing Body.
- Monitoring implementation of establishment policy - where applicable Governing Body, Nominated Manager/Head Teacher and Visit Coordinator.
- Monitoring of implementation of Local Authority guidance re visits - LA Outdoor Education Adviser (OEA) Health and Safety Advisers.
- Planning appropriate visits – Nominated Managers/Headteacher, Visit Leaders and Visit Coordinators.
- Ensuring an appropriate specific risk assessment is in place - Nominated Manager, Group Leader and Visit Coordinator.
- Training to support safe visits - Nominated Managers/Headteachers and the LA.
- Approval for visits - Nominated Managers/Headteachers, Governing Bodies and the LA.
- Provision of advice to schools and CFCS establishments - the LA.

Planning and checking procedures prior to visits

- Informing and discussing visits with line management – Group Leader and Visit Coordinator.
- Assessing competency of Visit Leader and accompanying visit staff - Nominated Manger/Headteacher and Visit Co-ordinator.
- Assessing competency of staff to lead adventurous activities – OEA.
- Detailed planning of the visit – Visit Leader, accompanying staff and Visit Coordinator.
- Pre-visit – Visit Leader with agreement from nominated manager.
- Pre-visit risk assessments – Visit Leader with support from Visit Coordinator and where, used external provider for activities delivered.
- Completion of approval forms and supporting documentation – Visit Leader and Visit Coordinator.
- Approval for Category A visits– Nominated Managers.
- Approval for Category B visits - Nominated Managers/Headteacher, Governing Body where applicable.
- Approval for Category C visits – Nominated Managers, Governing Body where applicable and the Local Authority.
- Where visits have a higher than normal risk the visit is submitted to the LA irrespective of duration or nature and will be categorised as .

Safety standards and supervision during visits

- Safe supervision throughout visits - Visit Leader and accompanying staff.
- Specialist instruction and supervision while on activities - external providers where contracted, establishment staff where assessed as competent by the OEA or in accordance with standards described within generic risk assessments.
- Ongoing risk assessment throughout visit – Visit Leader and accompanying staff.
- First aid cover – Visit Leader and accompanying staff, where level of first aid provision is identified via a risk assessment, external providers when delivering contracted services.
- Emergency contact cover back at base - establishment responsibility shared between nominated staff.
- Emergency plan, major accident /incident - the LA and establishment.

Reviewing visits

- Establishment specific policy review - Governing Body/Headteacher/Nominated Manager.
- Accident/near miss reporting – Visit Leader and Visit Coordinator.
- Recording details of all visits and submitting to the LA – Nominated Managers and Visit Co-ordinators.
- Sharing information and outcomes of reviews with staff - Governing Body, Nominated Managers/Headteacher and Visit Co-ordinator.
- Collation of relevant information and sharing updates across establishments - LA.

The Health and Safety Executive (HSE)5 step process for the production of risk assessments

Risk assessment step 1: what are the significant hazards?

Hazard means anything that can cause harm e.g. a fast-flowing stream, the top of a cliff, a busy road. Risk is the chance, high or low, that someone will be harmed. Concentrate on significant hazards which could lead to death or serious disabling injury for example from falls, traffic, drowning, fire, over exposure to sun, heat or cold, poisoning, infection, injury from animals, moving machinery, abduction, abuse or getting lost. For a specific risk assessment, establishments are advised to think through all of the significant hazards on their visit this may include issues such as:

Travel

Using the generic risk assessment '*Travel on Visits*', think through your journey to and from your location and any intermediate journeys. Are there any specific hazards you need to plan for, such as:

- breaks in journey
- road crossings
- use of private cars?

Accommodation (e.g. hotels, hostels, campsites)

Referring to the generic risk assessments and your pre-visit, consider:

- hazards at the accommodation including fire hazards, building standards, stairs, balconies, hygiene
- security of accommodation (including risk of intruders)
- hazards in the grounds or immediate location.

Locations/sites

- It is best to consider each location/site the group will be visiting in turn (e.g. city centre, beach, river, country walk, farm). Identify any specific hazards e.g. water, fast traffic, crowds, contact with animals or machinery etc, which will require specific consideration.
- For visits abroad, also consider the hazards specific to the country (visit the Foreign and Commonwealth Office website as a start).

Activity hazards

Consider all activities you will be undertaking with the relevant generic risk assessments and follow the generic risk assessment control measures. If the generic risk assessments do not cover your activities, contact the Outdoor Education Adviser.

Hazards during 'informal' activities

- Arrangements for any activities under remote or indirect supervision.
- Evening, recreational or 'free-time' activities.
- Night-time arrangements

Note that these are the times when most incidents occur and supervision levels are most likely to be questioned. Therefore, it is vital to ensure that these times are properly planned and that adequate control measures are in place.

Medical, behavioural and special needs

- Individual specific educational or medical needs (take advice from the establishment's special needs coordinator and from parents via a parental consent form) some individual participants with special needs may have, or may require, their own specific risk assessment.
- Illness or injury, particularly if this could occur away from immediate medical assistance.
- If abroad, health hazards specific to the country to be visited.

Supervision of the group

- The age and ability of the participants – the control measures will include the number and competence of staff required and rules for behaviour.
- If indirect or remote supervision is proposed (e.g. souvenir shopping), the specific control measures should include the plan for this.
- Issues of child protection and personal safety.
- Homes used for exchange visits.

Other significant hazards specific to the visit

- Refer to any similar previous visits and any 'near-miss' reports held by the VC.
- Consider if there are any other significant hazards not covered above.

Changeable factors –alternative plan

- E.g. if weather could affect the programme, control measures should include obtaining a forecast and being able to change plans if necessary; include an alternative 'Plan B' which is also risk assessed.

Emergency plan

- Incident or emergency - control measures should include a planned emergency procedure. Sensible standard emergency plans would include access to a first aider and first aid materials, having a means of communication and access to contact numbers. Further guidance on action in the event of an emergency is contained in section 11.

Risk assessment step 2: who might be at risk?

Consider:

- participants
- leaders
- other people.

Risk assessment step 3: evaluate the hazards and risks and decide what needs to be done to reduce the risks to an acceptable level.

What control measures need to be in place before the visit? These may include:

- following the LA policy for visits and generic risk assessment control measures, relevant procedures of the establishment and, if abroad, following Foreign Office advice
- relevant establishment policies and procedures (for example a school's behaviour policy, emergency plan or lone worker guidelines)
- ratios, experience and training of staff, including first aid
- specific supervision arrangements for the visit (how staff will be deployed)
- specific knowledge of area to be visited, pre-visit and check of locations and providers
- flexibility to change programme, an alternative plan B, if circumstances dictate
- planned emergency procedures
- briefing of leaders, participants and parents
- other controls.

What further control measures or actions are needed before, at the start of, or during the visit? These may include:

- check of participants' equipment and clothing
- daily review of weather and programme
- briefing of leaders
- briefing and monitoring of participants
- other measures specifically required for the visit. e.g. if in or near water, review of water levels and weather forecast.

The control measures specified in the risk assessment must be followed in preparation for and undertaking the visit.

After considering the control measures, is the residual risk acceptable or not? If not, more needs to be done or the programme altered accordingly.

Risk assessment step 4: record your findings

A template for specific risk assessments is available for establishments to use. Establishments should use this form as a planning tool to identify significant hazards and actions to be taken.

For regular visits, establishments can develop a portfolio of specific risk assessments and, if helpful, a code of practice for running these visits. For these regular visits these risk assessments can then be referred to for each visit rather than rewritten every time it occurs.

All leaders, participants, parents and guardians should be aware of the risk assessments and control measures relevant to them. Visit leaders should provide other leaders with copies of the risk assessments, using the risk assessment proforma to identify who needs to be informed of what, and ensure they are appropriately briefed on procedures for the visit

Risk assessment step 5: reviewing your assessment

Generic and specific risk assessments must be reviewed before every visit. This ensures leaders are familiar with the hazards and control measures and provides a check that circumstances have not changed and that the risk assessment needs amendment. It is

good practice that risk assessment portfolios are reviewed annually. Risk assessments should also be amended as a result of any relevant learning outcomes from visits or any unforeseen occurrence.

Training support for the production of risk assessments is available directly from the Outdoor Education Advisors or the Safety Advisers team.

