

Chapter 23

Educational visits

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Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
1.0	24 th August 2012	First issue
1.2	9 th August 2013	Formatting and change of contact information

1. Introduction

- 1.1 Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.
- 1.2 Most school visits take place without incident and it is clear that teachers are already demonstrating a high level of safety awareness. But, following a number of tragic incidents involving schoolchildren in the last few years, there is a growing concern amongst school staff and parents about further ensuring the safety of pupils on school visits.
- 1.3 No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen. This chapter sets out principles, rather than trying to cover every eventuality, leaving it to teachers' professional and local judgement how to apply those principles.

2. Legal Requirements

- 2.1 Under the Health and Safety at Work etc. Act 1974, The London Borough of Hackney is responsible for the health, safety and welfare at work of their employees and anyone else who may be affected by their activities. Heads of schools are responsible for their employees and those who may be affected by their activities.
- 2.2 The Management of Health and Safety at Work Regulations 1999 requires Heads of schools to:
- Assess the risks of activities
 - Introduce measures to control these risks
 - Inform their employees about these measures
 - Appoint competent staff to assist them in undertaking their responsibilities.
- 2.3 The Disability Discrimination Act, as amended by the Special Education Needs and Disability Act requires that disabled pupils must not be submitted

to less favourable treatment and have reasonable adjustments in education and associated activities.

- 2.4 All teachers and other individuals in charge of pupils are under a common law duty to act as any reasonably prudent parent would in the same circumstances.

3. Roles

3.1 Educational Visits Co-ordinator: It is not necessary for each school to have an Educational Visits Co-ordinator (EVC) but the role is an important one in providing local advice and support to organisers of educational visits. In schools it could be the Headteacher, a teacher or other member of the school staff. It is advisable that the EVC should not be the Group Leader as these are separate roles.

3.2 The Group Leader: One person should be appointed as the Group Leader. The Group Leader is responsible for the planning, organisation, implementation and evaluation of the activity, which should be carried out in accordance with this Chapter. The Group Leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. All offsite visits and hazardous activities should be planned, staffed and implemented in such a way that the Group Leader and Staff's Duty of Care towards the children and young people on the activity is fully discharged. Where adventure activities are planned they must not be led by an individual unless assessed as competent. The fact that someone has led an activity before does not, in itself, mean the person is competent.

4. Key responsibilities

4.1 The London Borough of Hackney: has a responsibility for the safety of its employees and for the children and young people in its care when they are participating in off-site activities to ensure that safe practice is in place. The main responsibilities are:

- Notifying schools of the minimum adult : child ratios required by The London Borough of Hackney and whether the ratios can include competent adults other than competent establishment staff;
- Providing advice on visits generally.
- Providing schools with The London Borough of Hackney statement of policy and guidance;

- Reviewing policies and procedures in the light of lessons learned and sharing good practice more widely;
- Ensuring that relevant training is available;
- Ensuring arrangements are in place to obtain Criminal Records Bureau disclosure, as necessary.

4.2 The Educational Visits Co-ordinator: it is not necessary to have a specific person appointed as an EVC but the role supports the Head teacher and Governors with approval and other decisions by:

- Advising on risk assessment for the visit.
- Assigning competent people to lead or otherwise supervise a visit;
- Organising the training of leaders and other adults going on a visit e.g. Induction, first aid, hazard awareness etc;

4.3 Head teacher:

- Ensures that there is a suitable policy / procedure for arranging educational visits, which includes emergency arrangements, that is reviewed as necessary;
- Ensures that arrangements are in place for the governing body to be made aware of visits.
- Ensures that the emergency contact has the authority to make significant decisions, being able to respond immediately at the school to the demands of an emergency and should have a back up person or number.
- Ensures that the proposed Group Leader has appropriate leadership skills, experience and other personal qualities needed for a particular visit, in addition to the technical competence required;
- Ensures that accreditation or verification of providers has been checked;
- Ensures that, where a member of staff is designated as the competent person for an adventure activity, their competence has been verified by an independent competent person or body;
- Recognises that support must be provided by The Hackney Learning Trust's communication and marketing team when dealing with media enquiries.

- Establishes a procedure to ensure that parents/guardians are informed quickly about incident details through the emergency contact rather than the media or via other children and young people;
- Ensures that visits are evaluated;

4.4 The Governing body

- Investigates parent/guardian complaints.
- Agrees on the types of visit that they should be informed about
- Asks questions about a visit's purpose and objectives, how they will be met, and that they are appropriate to the age and abilities of the children or young people.
- Ensures that Head teachers and the Group Leader have taken all reasonable and practicable measures to include children and young people with special educational, social or medical needs on a visit;

4.5 The Group Leader: There should be one person who is designated as the Group Leader. The Group Leader should have been approved by the Head Teacher, and / or Governing Body. The Group Leader should:

- Obtain the Head of Establishment's prior agreement before any off-site visit takes place;
- Follow The London Borough of Hackney's guidance;
- Undertake and complete a risk assessment of the visit, including if necessary personal risk assessment of pupil with medical, SEN or disability issues;
- Consider stopping the activity or modifying the visit if, following a risk assessment, the risk to health and safety of the children and young people is unacceptable and have in place procedures for such an eventuality;
- Be able to control and lead children and young people of the relevant age range;
- Ensure that adequate first aid provision will be available;
- Ensure there are Home Contacts plus Emergency Contacts for outside office hours, and that they have full details of the trip, travel, accommodation, venues, activities, timings, copies of the participants list, completed Emergency Procedures and how to contact the group in an emergency;

- Ensure incident and accident forms are completed and sent to The Education Health and Safety Team after return to home base;
- Ensure suitable insurance arrangements are in place;
- Undertake and complete the planning and preparation of the education visit including any hazardous activities;
- Ensure that any medication being taken by the children and young people is kept safe and stored correctly and that it is administered correctly at the appropriate times and staff are trained in how to administer medicines, ensure that if staff need to administer medicine about which they have not been informed (e.g. hay fever- anti-histamine, or period pains aspirin) they phone parents/guardians and obtain permission before hand;
- Ensure that staff have copies of all medical consent forms within their group, including staff and completed Emergency Procedures, when not within reasonable distance of main Centre. This means each mini-bus/car should have copies of medical forms for their group (which could be in a sealed envelope). All Leaders should inform themselves of any medical condition and/or allergies of the entire group in case of emergency;
- Ensure that the teachers, learning mentors, supervisors and instructors have the details of children and young people with special educational which will be necessary for them to carry out their tasks effectively;
- Ensure that there is a competent instructor to instruct in the activities;
- Clearly define the role of each member of staff, including a deputy, and ensure all tasks have been assigned;
- Convene daily staff meetings to brief staff on programme changes, discuss concerns, and if necessary re-allocate roles and responsibilities. Staff have a supervisory responsibility for any group they take away even when not directly in touch with the group;
- Ensure all staff have the relevant paperwork approved i.e. CRB checks, minibus driver licence, car insurance and any hazardous activity qualifications needed;
- Meet with participants to agree a code of conduct for the visit/activity and penalties for breaking them bearing in mind Duty of Care;

- Following the activity, ensure an evaluation report is completed including evaluations from participants and the report lodged with the head teacher.
- Ensures Parents have sufficient information to be able to decide if they should withdraw their permission for the visit.

4.6 Accompanying teachers and other staff: must

- Ensure the health and safety of everyone in the group and act as any reasonable parent/guardian would do in the same circumstance;
- Follow the instructions of the Group Leader and help with control and discipline;

4.7 Adult Volunteers must:

- Not be left in sole charge of children or young people except where it has been risk assessed and child protection procedures have been carried out;
- Follow the instructions of the Group Leader;

4.8 Parents/guardians/Carers must:

- Reinforce the visits code of conduct;
- Provide the Group Leader with emergency contact numbers;
- Sign the parent/guardian consent and medical form;
- Give the Group Leader information about their child's emotional, psychological and physical health which might be relevant to the visit;
- Agree to any arrangements for sending a young person home and who will meet the cost.

5. Guidance for planning visits

5.1 General

- 5.1.1 Whether a visit is to a local park, museum or swimming pool or includes a residential visit it is essential that suitable planning takes place before setting off for the first time, subsequent visits can follow the same plan provided that there are no significant changes.
- 5.1.2 An exploratory visit, where practicable, should be made by the person who is to lead a group abroad or on a residential visit or who is to instruct or lead a group in an outdoor activity such as trekking in a location that is not familiar to them. Where such a visit cannot be made assurances must be obtained from the centre being visited and any company organising any part of the off-site activity and/or visit. Any centre certified by the governments Quality Badge scheme will have been assessed for health and safety performance, so a site visit may not be necessary to confirm suitability.

5.2 Risk assessment

- 5.2.1 A risk assessment need not be complex but it should be adequate. Head teachers should ensure that the person assessing the risk is competent to do so.
- 5.2.2 A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or of reducing them. Staff, children and young people must not be placed in situations, which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit or activity must not take place.
- 5.2.3 Any person whose behaviour may be considered to be a danger to themselves or the group may be stopped from going on the visit.
- 5.2.4 The risk assessment should be based on the following considerations:
- What are the hazards?
 - Who might be affected by them?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - What safety measures are in place?
 - What steps will be taken in an emergency?

- 5.2.5 The person carrying out the risk assessment should record it and give copies to all staff and voluntary supervisors on the visit with details of the measures that they should take to avoid or reduce the risk.
- 5.2.6 Outdoor Education and Adventure Centres will have their own risk assessment for the running of the centre and for the activities that are undertaken. Group leaders should ask for a copy of the Centre's risk assessment for the activities that they are likely to be undertaking. Travel to and from the Centre and other incidentals must be risk assessed by the school.
- 5.2.7 Frequent visits to local venues do not need a risk assessment every time. However, it is essential not to become complacent. An assessment of such visits should be made and reviewed at periodic intervals and if there is a change in the activity, such as a change of route to the venue.
- 5.2.8 The assessor should take the following factors into consideration when assessing the risks:
- The type of visit and the level at which it is being undertaken;
 - The location, routes and modes of transport;
 - The competence, experience and qualifications of supervisory staff;
 - The ratio of supervisory staff to participants;
 - The participants age, competence, fitness and temperament and the suitability of the activity;
 - The special educational or medical needs of participants;
 - The quality and suitability of the available equipment;
 - Seasonal conditions, weather and timing;
 - Emergency procedures;
 - How to cope if a participant becomes unable or unwilling to continue;
 - The need to monitor risks throughout the visit.
- 5.2.9 The risk assessment form (Appendix A) should be used to assess and record the risk.
- 5.2.10 Examples of common hazards, risks and control measures are at Appendix B to this Chapter.
- 5.2.11 Hazards and ensuing risks should be continually evaluated during the off-site activity and appropriate action taken to minimise risks to an acceptable level. This **must** be performed where hazards and/or control measures have changed on-site from the original assessment.

5.2.12 Consideration must be given to “cut off” criteria which can be used as reference points in risk assessments. For example, “we do not do this activity if the water level is above Level”; “wet suits must be worn if the water is colder than....” thus if they are not available then the activity must stop; “buoyancy aids must be used if the depth of water exceeds or the group includes poor swimmers”.

6. Supervision on visits

6.1 Ratios

6.1.1 It is important to have a suitable ratio of adult supervisors to children for any visit. The following factors must be taken into consideration:

- Sex, age and ability of the group;
- Pupils with special educational or medical needs;
- Nature of the activities;
- Experience of the adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both in general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of the children;
- First aid cover.

6.1.2 The following are the recommended minimum ratios for day visits within the locality and extended day visits:

3 year olds and below	1 adult to 2 participants
4 to 5 year olds	1 adult to 4 participants
Years 1 to 2	1 adult to every 6 participants with a minimum of 2
Years 3 to 4	1 adult to every 10 participants with a minimum of 2
Years 5 to 6	1 adult to every 15 participants with a minimum of 2
Years 7 to 9	1 adult to every 15 participants with a minimum of 2
Years 10 and above	1 adult to every 20 participants with a minimum of 2

6.1.3 The following are the recommended minimum ratios for residential trips in UK:

4 to 5 year olds	At least 1 adult to 4 participants
Years 1 to 2	1 adult to every 6 participants with a minimum of 2
Years 3 to 4	1 adult to every 10 participants with a minimum of 2
Years 5 to 6	1 adult to every 15 participants with a minimum of 2
Years 7 to 9	1 adult to every 15 participants with a minimum of 2
Years 10 and above	1 adult to every 15 participants with a minimum of 2

6.1.4 The following are the recommended minimum ratios for residential and day trips abroad:

Years 1 to 2	1 adult to every 6 participants with a minimum of 2
Years 3 to 4	1 adult to every 10 participants with a minimum of 2
Years 5 to 6	1 adult to every 10 participants with a minimum of 2
Years 7 to 9	1 adult to every 10 participants with a minimum of 2
Years 10 and above	1 adult to every 10 participants with a minimum of 2

6.1.5 In addition to the teacher in charge there should be enough adults to cope effectively with an emergency (one adult may have to leave the group to take a sick/injured child to hospital/home thus there must be sufficient adults remaining to maintain the staffing ratios). When visits are made to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set appropriately.

6.1.6 Where more than one school is involved in the visit/activity, an overall group leader must be appointed who has overall authority over the whole group. The person selected would normally be the one with the most relevant experience.

6.2 Use of parents/volunteers

6.2.1 Where a high adult/child ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. The following must be borne in mind when selecting parents/volunteers:

- Will the adults know the children and young people and other adults involved;
- Have they appropriate skills, qualifications or experience to offer;

- Would participants be likely to respond to them as they would to employed leaders?

6.2.2 Such persons should :

- Have satisfied a Criminal Records Bureau check.
- Not supervise more than ten participants at any one time;
- Not be in a situation where they are remote from the support of leaders or other professional members of staff.

6.3 Children and Young people with special needs

6.3.1 Head teachers and Group Leaders need to ensure that an appropriate level of care and supervision is available to meet any special needs of individuals within the group. This will include all children and young people with Statements of provision and other participants identified by the school as having significant special needs. All those in positions of authority must ensure:

- The adult/child ratio should be at least equal to that provided in normal circumstances e.g. when in attendance at the school/setting;
- At least two adults with appropriate skills for meeting the special needs of the participants in the group should be available on all off-site activities;

6.3.2 Where it is known that the special needs of individuals predispose them to unpredictable behaviour, or to behaviour that might put them at physical risk, then the level of supervision should reflect what would be regarded as reasonable by colleagues who are trained and/or experienced in work with such persons. Consider whether or not it is safe to take these persons on the visit due to the risks to them, and also the safety / learning experience of other members of the group.

6.4 Head counts

6.4.1 Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times.

6.4.2 Pupils, particularly in school years 1 to 3, should be easily identifiable, especially if the visit is to a densely populated area. Brightly coloured caps, T shirts or a school uniform can help identify group members more easily. Pupils should not wear name badges but it may be found useful to provide pupils

with badges displaying the name of the school/setting and its emergency contact number.

6.4.3 The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

6.4.4 It may be useful to consider a buddy system where each child has responsibility for a “buddy” and can raise the alarm if his/ her “buddy” is hurt or not present.

6.5 Remote supervision

6.5.1 Some of the time on visits, such as trips abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are able to be left unsupervised.

6.5.2 The group leader remains responsible for pupils even when not in direct contact with them.

6.5.3 Parents should be told, before the visit, whether any form of remote supervision will take place.

7. Preparing children for off-site visits

7.1 General

7.1.1 Participants who are involved in planning and organisation of a visit and who are well prepared will make more informed decisions and will be at less risk. Providing information to participants is an important part of preparing for a visit.

7.1.2 An example Code of Conduct for residential trips is at Appendix F and may be modified for other activities/ visits.

7.1.3 The group leader should ensure that the participants are capable of undertaking the proposed activities but should not coerce participants into undertaking activities in which they have a genuine fear.

7.1.4 Participants whose behaviour is such that the group leader is concerned for their safety or that of others should be withdrawn from the activity. On residential visits the group leader should consider whether such participants should be sent home early.

7.1.5 Parents and participants should be told in advance of the visit about the procedures for dealing with misbehaviour, how a participant will be returned home safely and who will meet the cost.

7.2 Information for participants

7.2.1 The group leader should decide how information is to be provided, but must ensure that participants understand the key safety information. Participants must clearly understand:

- What is expected of them;
- What the visit will entail;
- The standard of behaviour that is expected;
- Why rules must be followed;
- Any potential dangers;

7.2.2 On residential visits members of the group should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when participants will also need to know about any ground rules agreed between the party leader and the host family.

7.2.3 Where visits involve multiple activities with differing requirements each activity will need to be assessed.

7.2.4 Participants should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff. If at any time there is a change in the planned schedule new activities should be assessed and participants provided with the appropriate information.

7.2.5 Where remote supervision is to take place, pupils must be made aware of ground rules and equipped appropriately. They must also remain in groups at all times. Pupils should have the following at all times:

- Telephone number and emergency contact details;
- Money;
- Maps and plans relevant to the location, sufficient for them to act on effectively;
- Access to a mobile phone or told location of telephones and given appropriate coins;
- An understanding of how to summon help;
- Out of bounds areas and activities;

- Identity cards and a rendezvous point

8. Pupils with medical and special needs

8.1 Medical needs

- 8.1.1 Additional safety measures to those already in place in the school will be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits will be required. The activity centre should be informed of any medical needs so that they can ensure suitable arrangements are in place.
- 8.1.2 All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. Summary sheets held by all teachers, containing details of each pupil's needs and any other relevant information provided by parents, is one way of achieving this.
- 8.1.3 If appropriate, a volunteer teacher should be trained in administering medication, if they have not already been so trained, and should take responsibility in a medical emergency.
- 8.1.4 If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular pupil.
- 8.1.5 The group leader should discuss the pupil's individual needs with the parents. Parents should be asked to supply:
- Details of medical conditions;
 - Emergency contact numbers;
 - The child's GP's name, address and phone number;
 - Information on whether the pupil has spent a night away from home before and their ability to cope effectively;
 - Written details of any medication required (including instructions on dosage/times) and parental permission to administer;
 - Parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer;
 - Information on any allergies/phobias;
 - Information on any special dietary requirements;
 - Information on any toileting difficulties, special equipment or aids to daily living;

- Special transport needs for pupils who require help with mobility.
- 8.1.6 Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres etc, if appropriate. If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The group leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.
- 8.1.7 All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary, eg a care assistant.
- 8.1.8 If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the pupil's parents.
- 8.1.9 The group leader should check that the insurance policy covers staff and pupils with pre-existing medical needs.

8.2 Special Educational Needs

- 8.2.1 Schools will already be familiar with the nature of a pupil's special educational needs. Any limitations or problems the pupil may have should be taken into account at the planning stage and when carrying out the risk assessment.
- 8.2.2 Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors should be taken into consideration:
- Is the pupil capable of taking part in and benefiting from the activity?
 - Can the activity be adapted to enable the pupil to participate at a suitable level?
 - Will additional/different resources be necessary?
 - Is the pupil able to understand and follow instructions?
 - Will additional supervision be necessary?
- 8.2.3 It may be helpful to the pupil if one of the supervisors already knows them well and appreciates their needs fully. The group leader should discuss the visit with the parents of pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.
- 8.2.4 Activity centres should be informed of any risks and control measures introduced so that they can provide suitable facilities and organise alternative provision if necessary.

9. Parental involvement in planning

9.1 Information for parents

9.1.1 Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

9.1.2 Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents:

- Dates of the visit;
- Visit's objectives;
- Times of departure and return - parents must have agreed to meet their child on return;
- The location where the pupils will be collected and returned;
- Mode(s) of travel including the name of any travel company;
- The size of the group and the level of supervision including any times when remote supervision may take place;
- Details of accommodation with security and supervisory arrangements on site;
- Details of provision for special educational or medical needs;
- Procedures for pupils who become ill;
- Names of leader, of other staff and of other accompanying adults;
- Details of the activities planned and of how the assessed risks will be managed;
- Standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign;
- What pupils should not take on the visit or bring back;
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any

exceptions in the policy and whether parents need to arrange additional cover;

- Clothing and equipment to be taken;
- Money to be taken;
- The information to be given by parents and what they will be asked to consent to;
- On exchange visits, the details of the host families. For example, whether they have hosted any of the school's pupils before;
- Details on the cost of the visit.

9.2 Parental consent

9.2.1 The Department of Education advice is that it is necessary to gain a single consent for all activities that might be undertaken while the child is at school. But parents / carers must be given enough information about any activity so that they may withdraw their child from the activity.

9.2.2 Head teachers or group leaders should seek consent for:

- Non-routine curricular visits involving pupils in school years 1 to 3 (no matter how short the visit);
- Adventure activities;
- Visits abroad;
- Other residential visits;
- Remote supervision.

9.2.3 If parents withhold consent absolutely the pupil should not be taken on the visit but the curricular aims of the visit should be delivered to the pupil in some other way wherever possible. If the parents give a conditional consent the Head teacher will need to consider whether the pupil may be taken on the visit or not.

9.2.4 A parental consent form should be completed for each pupil. Besides conveying the parents' consent it could also form the basis for obtaining details required.

9.2.5 The contents of a consent form for a parent to sign will vary but a suggested form is at Appendix C.

9.3 Medical consent

9.3.1 This should form part of the parental consent form. Parents should be asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, Head teachers may decide to withdraw the child

from the visit - given the additional responsibility this would entail for the group leader.

9.3.2 Doctors can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a pupil unless assured that the group leader had parental authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

9.3.3 General issues to consider include:

- Any allergies/phobias the pupil may have;
- Any medication the pupil is taking (if so what the dosage is and who is to administer it);
- Whether the pupil administers their own medication;
- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- The name, address and phone number of the pupil's GP;
- Any special/medical dietary requirements;
- Whether the pupil suffers from travel sickness;
- Information on any toileting difficulties;
- Whether the pupil has any night time tendencies such as sleepwalking (for residential visits);
- The pupil's ability to swim in the pool or sea and their level of safety awareness;
- Any other information which the parent thinks should be known;
- The parental home and daytime phone numbers and addresses;
- An alternative contact, with their phone number and address.

9.3.4 The Activity centre should be informed of any medical needs so that they can make suitable arrangements to accommodate Staff and pupils.

9.4 Other consent

9.4.1 Parental consent should be obtained specifically for the transporting of pupils in the private vehicle of a non-teacher adult or another pupil on the visit. Head teachers should consider whether consent should be obtained before pupils can be carried in a teacher's private vehicle.

9.5 Early return

9.5.1 The group leader should tell parents if they will be expected to fund the early return of a pupil whose conduct gives cause for concern on a visit. A written agreement may be necessary.

9.6 Contact with parents during the visit

9.6.1 Head teachers should ensure that parents can contact their child via the school contact and the group leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- Know the destination details;
- Be aware of the emergency contact arrangements at home (particularly important during holiday periods when the school may be closed) and at all the venues the group will visit;
- Provide contact numbers for day and night use in case of an emergency.

9.7 Pupils' contact with parents

9.7.1 Group leaders should arrange for parents to be told by the school of the group's safe arrival. Pupils may wish to speak to their parents individually and arrangements should be agreed with parents and pupils before the visit takes place. Parents concerned after a phone call should contact the school contact.

10. Planning transport

10.1 General

10.1.1 Transport Solutions should be contacted in the first instance. They may be able to supply transport for an off-site visit but, if not, can supply details of suitable approved companies operating transport that meets the requirements for transporting children.

10.1.2 The group leader must give careful thought to planning transport. The main factors to consider are:

- Passenger safety;

- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours);
- Capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- Type of journey - will the visit take place locally or will it include long distance driving i.e. motorways?
- Likely traffic conditions;
- Contingency funds and arrangements in case of breakdown/emergency;
- Appropriate insurance cover;
- Weather;
- Journey time and distance;
- Stopping points on long journeys for toilet and refreshments;
- Supervision.

10.2 Responsibilities

10.2.1 The Head teachers must be satisfied that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit.

10.2.2 The driver is responsible for the vehicle during the visit.

10.2.3 Seat belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. For further information contact the Department of the Environment, Transport and the Regions (DETR).

10.3 Supervision on transport

10.3.1 The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline. This also includes obeying any rules set by the vehicle operator, for example, whether the consumption of food is allowed.

10.3.2 The driver should not be responsible for supervision. All group members should be made aware of the position of the emergency door and first aid and

fire fighting equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

10.3.3 Factors that the group leader should consider when planning supervision on transport include:

- Level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- Safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or little freedom they have to ‘roam’. Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- Booking transport - the group leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour.
- Safety while on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- Safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader or other teachers wherever possible;
- Head counts, by the group leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport;
- Responsibility for checking that seat belts are fastened;
- Pupils should be made aware that they are not allowed access to the driving area at any time;
- Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;

10.3.4 Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in a safe place;
- Do not rush towards the transport when it arrives;
- Wear seatbelts and stay seated whilst travelling on transport;
- Never tamper with any of the vehicle's equipment or driving controls;
- Bags must not block aisles or cause obstructions;
- Never attempt to get on or off the moving transport;
- Never lean out of or throw things from the window of the transport;
- Never get off a vehicle held up by traffic lights or in traffic;
- Never run about or pass someone on steps or stairs while transport is moving;
- Never kneel or stand on seats;
- Never distract or disturb the driver or impede the driver's vision;
- Stay clear of doors after boarding or leaving the transport;
- If they feel unwell tell a teacher or supervisor.

10.3.5 The group leader should ensure that pupils know what to do if they miss the scheduled departure time.

10.4 Hiring coaches and buses

10.4.1 The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the group leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

10.4.2 If any of the group uses a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps. DETR can provide advice.

10.5 Use of private cars

- 10.5.1 Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils.
- 10.5.2 Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car. If necessary, assurances should be requested by the Head teacher. The letter at Appendix E should be used to highlight the requirements to parents/volunteers and documentation must be produced and logged prior to the use of a private car.
- 10.5.3 The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.
- 10.5.4 Head teachers who wish to use parents, volunteers or other pupils to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents' cars.
- 10.5.5 It is advisable that parents driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

10.6 Transport in the school minibus

- 10.6.1 Many schools use their own minibuses for short frequent journeys and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus the driver. They must comply with the various regulations about construction and fittings. A forward facing seat with seat belt must be provided for each child.

10.7 School minibus driver

- 10.7.1 Although the chair of governors or Head teacher is ultimately responsible for the school minibus, the driver is responsible for the vehicle during the visit. The minibus driver must be qualified to drive a minibus and have a valid and clean driving licence. The law on driver licensing no longer permits car drivers who passed their test after 1 January 1997 to drive minibuses without passing a Passenger Carrying Vehicle (PCV) driving test or unless they are driving on a Section 19 Permit. This does not apply to existing licence holders over the age of 21. It is advisable for all those who may drive the school minibus receive training in minibus driving and the management of passengers.

10.7.2 The Head teacher should ensure that teachers driving school minibuses have a rest period before driving. Minibus drivers must always adhere to transport regulations.

10.8 Maintenance and checks of the school minibus

10.8.1 The chair of governors, Head teacher will usually be responsible for the school minibus. However, the carrying out of regular checks and ensuring that the minibus is maintained may be delegated to a member of staff. This member of staff should report to the Head teacher, who is responsible, along with the governing body, for ensuring the safety of pupils on school-organised journeys

11. Overseas visits

11.1 General

11.1.1 Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this chapter applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK. Group leaders should always comply with the school policy on visits abroad.

11.2 Travel

11.2.1 The group leader must ensure that any driver being used for a visit is suitably competent to drive in the country being visited. Specific E.U. regulations on maximum driving limits and times and minimum rest requirements must be adhered to. Further factors to consider include:

- Local driving regulations
- The need to keep driver tachometer records (where required)
- Additional documentation which may be required for minibuses taken abroad
- Carrying capacity and loading requirements

11.2.2 Where a group is to travel by air, they should be informed of all safety requirements. The group leader should try to keep the group together at all times.

11.3 Organisational matters

- 11.3.1 The group leader must identify what vaccinations are required and ensure that all group members are vaccinated prior to a visit (proof of vaccination may be required in some countries).
- 11.3.2 The group leader must ensure that all group members have the correct passport and visas required for the visit. A group passport may be suitable. Photocopies of passports should be taken and carried by the group leader. Pupils who are not EU nationals may require a separate passport and may need to use separate passport control checkpoints.
- 11.3.3 The Head teacher must check with social services, that any pupil subject to a care order may take part in the trip. The Head teacher must ensure that any pupil who is a ward of court is allowed to take part in the trip. This will involve contacting the court well in advance.
- 11.3.4 Free or subsidised medical treatment for visitors to the EU or Switzerland is provided by the European Health Insurance Card, which is available from the NHS. To apply for this card see:
www.chic.org.uk
- 11.3.5 The group leader must ensure that all required paperwork is in place (travel tickets, passports, visas, group documents, hotel contracts, medical papers, parental consent forms, contact details for school and parents, group member list, insurance details, accommodation details and location of hospitals or medical services). Where possible, individual passport photos of pupils should be attached to their individual details.
- 11.3.6 The school must retain full copies of documentation held by the group leader.
- 11.3.7 Pupils should be provided with a letter in the local foreign language detailing where the reader should take the pupil and asking that the group leader be contacted immediately.
- 11.3.8 All group members should carry an appropriate amount of local currency, to be decided on by the group leader.
- 11.3.9 In the event of an emergency, all supervisors must know the location of the British Embassy or Consulate (including contact details).

11.4 Exchange visits

- 11.4.1 In the case of exchange visits, the group leader must ensure that:
- They have a good personal knowledge of the host school
 - Where possible, pupils are suitably paired

- Host families are aware of any special needs and dietary requirements
- A list of all pupils involved is retained by the Head teacher
- Pupils staying with their host family should have access to a means of contacting family and the group leader
- Parents should be made aware that their children will not be under constant supervision

11.4.2 Group leaders must ensure that host families are suitably vetted (including criminal background checks)

12. Authorisation for visits

Type of Visit	Authorised by Head teacher	Authorised by Governors
Local visit lasting less than 24 hours	Yes	No
Lasts over 24 hours	Yes	Yes
An overnight stay	Yes	Yes
A journey by air or sea	Yes	Yes
A journey to a foreign country	Yes	Yes
Involves hazardous activities	Yes	Yes

12.1 Local visits

12.1.1 All visits that are less than twenty four hours duration and do not include either an overnight stay or a journey by air or sea, the Head teacher will authorise these activities. A record of these activities must be kept by the school and that record must include the following details:

- The number of young person participants;
- The number of staff;
- Details of the risk assessment
- The venue;
- The nature of the programme.

12.2 Activities other than local visits

12.2.1 These activities must be approved by:

- Head teachers
- Governing bodies

12.2.2 Where approval by Governors is required it should be recorded in the minutes. Where an opportunity for an off-site activity is being taken at relatively short notice Head teachers might find it necessary to make arrangements with governors other than through the normal termly meetings.

12.2.3 Governors must be given sufficient information, in sufficient time, to allow them to make a fair and objective decision. They should be given at least as much information as parents/ guardians.

12.2.4 The governors should satisfy themselves that all reasonable steps have been taken to ensure the safety of the staff, children and young people involved and that they have no concerns about safety.

13. Evaluation of visits and monitoring

13.1 Evaluation

13.1.1 All visits should be evaluated to ensure that they have achieved their desired outcome. The results of any evaluation must be used to update existing risk assessments and to determine the future suitability of any activity centre/location used.

13.2 Monitoring

13.2.1 Head teachers must ensure that procedures exist for the monitoring of visits. This should be proportionate to the nature of the visit/ activity.

13.2.2 Despite the high quality of the leadership on the majority of educational visits, there will be a small minority of poor leaders. These are the people who create the serious risks. There will also be areas of poor procedure within schools. Such failings are unlikely to be found unless there is effective monitoring.

13.2.3 “Field” monitoring should be carried out by the school on a representative random basis.

14. Emergency procedures

14.1 Introduction

14.1.1 It is strongly recommended that establishments should have carefully worked out emergency arrangements allowing parties away on visits to contact their base at all possible times. It is rarely possible for one person to guarantee to be available on the end of a telephone at all times but this can be substantially achieved either by having a list of possible contact numbers and / or a mobile telephone. It is strongly recommended that all involved, or likely to be involved, should be familiar with the procedures and how to use them.

14.1.2 A key element in any emergency may be the method used to deal with the press and media. It is strongly recommended that establishments should liaise with The Hackney Learning Trust's Communications team when dealing with the press and the media.

14.1.3 For the purposes of these procedures a serious incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- Any circumstance in which a party member might be seriously at risk;
- Serious illness;
- Any situation in which the press or media are, or might be, involved.

14.1.5 Below are suggested emergency actions to take by the various designated members of staff.

14.2 Action by Group Leaders and other supervisory adults

14.2.1 These procedures should be carried at all times, along with contact information for emergency contacts.

14.2.2 Immediate response:

Take action to care for the group and prevent further harm by:

- Ensuring all staff and participants are safe from further danger.
- Ensuring, where possible, all necessary steps have been taken to provide rescue, medical care and hospitalisation of anyone who is injured or missing.

- Ensuring appropriate steps are taken with regard to the welfare of all concerned.

14.2.3 Next steps

Inform relevant people by:

- Informing police and emergency services, if necessary. Indicate clearly that it is an emergency and give the following information;
 - Who you are;
 - Where you are;
 - What has happened and to whom;
 - What has been done so far;
- Informing your emergency contact person at the school as soon as possible. Indicate clearly that it is an emergency and give the following information;
 - Who you are;
 - Where you are;
 - What has happened and to whom;
 - What has been done so far; and
 - Your telephone exchange and number (including direct dialling codes if at all possible - particularly if you are abroad).
- Do not let party members telephone home until contact has been made with the school.
- Please note – DO NOT let anyone speak to the press or media other than to refer them to the Press and Information Officer at The Hackney Learning Trust. This applies equally to all members of the party, staff and participants.

14.2.4 The emergency contact person will normally arrange for parents/guardians and others to be informed.

14.2.5 In foreign countries the procedures will vary. Local police should be able to advise. If in doubt follow United Kingdom procedures until told to do otherwise by an appropriate official of the country concerned. However:

- Ensure that you do not interfere with any equipment involved in an accident or incident.
- Never admit liability of any sort.

- Do not allow anyone to see any party member (staff or participant) without an independent witness being present. No-one, unless they are in a relevant official capacity, has any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.

14.2.6 General concerns

- Be as helpful and compassionate as possible with the parents/guardians of children and young people involved.
- Keep a careful written record of all facts, events and circumstances and retain this until all matters are finally settled.
- All these procedures will not necessarily be relevant in every serious accident. They will all be relevant in the case of a fatality. They should be kept in mind and to hand in all cases.
- Be sure you are prepared for emergencies with, a mobile phone and/or money for the telephone and knowledge of the telephone numbers and codes that you might possibly need.

14.3 Action by emergency contact personnel

14.3.1 The emergency contact should always be a member of the professional staff of the school. If the contact person is also the Head teacher then this procedure should be read in conjunction with the procedures for Head teachers which follow.

14.3.2 Immediate response

The first report of an incident can come from many sources.

- If you receive a call write down:
 - The name and address of the caller
 - The telephone number of the caller, including dialling codes
 - The location of the incident;
 - The time the incident occurred;
 - The nature of the incident;
 - The names of the individuals involved;
 - The condition and location of any injured;
 - Details of any assistance required
- Attempt to confirm the details with the party concerned

14.3.3 Please note – DO NOT let anyone speak to the press or media other than to refer them to The Hackney Learning Trust Communications Team. This applies equally to all members of the party, staff and participants.

14.3.4 Next steps

Ensure that information about an incident is passed to the Head teacher or whichever other senior member of staff can be contacted.

14.4 Action by Head teachers

14.4.1 **Immediate response** - The first report of an incident can come from many sources. If you receive a call write down:

- The name and address of the caller
- The telephone number of the caller, including dialling codes
- The location of the incident;
- The time the incident occurred;
- The nature of the incident;
- The names of the individuals involved;
- The condition and location of any injured;
- Details of any assistance required.

14.4.2 Next steps

Actions to take

- Confirm the report if necessary.
- Ensure parents/guardians are informed as quickly and as compassionately as possible. In serious cases and certainly in the case of a fatality the most rapid and effective way of achieving this will probably be through the local police station. Explain the circumstances and give appropriate details.
- Contact the Hackney Learning Trust Communications team on 020 8820 7474.

PLEASE NOTE - Any delay at this point could mean that parents/guardians could experience distress by learning of an accident through other sources such as the press or media.

- Liaise with the group leader, and other parties if required, so that a course of action can be agreed that will:
- Facilitate the use of available resources as necessary;
- Ensure all necessary support for those involved;
- Ensure parents/guardians, relatives of other participants involved are informed as rapidly as possible so as to avoid being unnecessarily distressed.
- DO NOT speak to the press or media other than to refer them to at The Hackney Learning Trust Communications Team.
- Be as helpful and compassionate as possible with parents/guardians.
- Keep a careful written record of all facts, events and circumstances and retain this until all is finally settled.

14.4.3 All these issues will not necessarily be relevant in all cases. They will all be relevant in the case of a fatality. Whatever, they should be kept in mind and to hand.

14.4.4 When the party has returned to the school setting, consider:

- Does any individual in the group need additional support?
- What can be learnt from the incident?
- Reviewing the risk assessment process and emergency procedures in the light of experience.

15. Further Advice and assistance.

15.1 Further information, advice and help is available from the Education Health and Safety Team on 020 8356 2278.

Appendix A

Risk Assessment Form

Description of task

Location

School / Centre _____

Name of Assessor _____

Position Held _____

Assessment Details

Risk Assessment No. _____

Date of Assessment _____

Planned Review Date _____

<i>Hazard</i>	<i>Risk</i>	Individuals Affected

Control Measures already in place

Calculation of risk (use risk calculator overleaf)

Seriousness (A)		Likelihood (B)		Risk =AxB	
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Control Measures required to reduce risk (if other than minimal risk)

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Calculation of residual risk (use risk calculator overleaf)

Seriousness (A)		Likelihood (B)		Risk =AxB	
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Action Plan

Action	By whom	By when	Date completed/signature

Line Manager's remarks

I agree with the risk assessment recorded above.
 There are no outstanding Actions **OR** I have taken the following actions: (delete as necessary).

Signed

Position

Date:

Appendix B

Examples of Hazards, risks and control measures

1. Accommodation

Hazard/Risk	Who?	Standard control measures
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Risk calculator			
Seriousness (A)	Rating	Likelihood (B)	Rating
Fatality	5	Very likely	5
Major injury to several people	4	Likely	4
Major injury	3	Possible	3
Minor injury	2	Unlikely	2
Trivial injury	1	Very unlikely	1
Risk = Seriousness (A) x Likelihood (B)			
Score	Risk	Action required	
1 to 3	Minimal	Control measures should be kept under review	
4 to 9	Low	Control measures should be fine tuned to reduce risk further if possible	
10 to 15	Medium	Control measures should be improved within 2 weeks, consider an alternative lower risk activity	
16 to 25	High	Activity NOT to proceed until risks addressed. Seek immediate advice from LBH Head of Health and Safety (Education)	

Domestic hazards	All group members,	<ul style="list-style-type: none"> Prior written assurance, including risk assessments, will be obtained from the accommodation owner or reputable tour operator that suitable and sufficient safety management systems are in place
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		<p>On arrival:</p> <ul style="list-style-type: none"> • Staff to undertake visual inspection of accommodation. • All staff will be informed of emergency and first aid procedures and how to contact duty staff/ manager if required at any time • Young people appropriately briefed about: - <ul style="list-style-type: none"> ○ Expected standards of behaviour / Code of Conduct ○ Any local hazards to establish necessary safety rules inc. balconies, fire escapes, nearby roads and other natural hazards e.g. streams / rivers, lakes, cliffs nearby ○ Emergency procedures
Fire	<p>All group members,</p> <p>Group members with physical impairment</p>	<ul style="list-style-type: none"> • Prior written assurance obtained from accommodation owner / reputable tour operator that the premises have been subject to a Fire Risk Assessment under Fire Safety legislation or meet other national/local fire regulations • Group leader to make visual inspection of premises to familiarize themselves of the layout of the building. Any issues, such as locked fire doors, to be raised with management a.s.a.p. • Inform group of fire procedures / conduct Fire Drill on arrival / before first bed-time • If group includes wheelchair users or those with impaired movement, sight or hearing, appropriate measures will be taken to ensure that all group members can evacuate safely in response to a fire alarm
Hygiene considerations	All group members,	<ul style="list-style-type: none"> • Pre visit check and/or check of information / assurance from reputable tour operator • Visual inspection of washing facilities, lighting, heating, ventilation, catering - any issues to be raised with management as soon as possible. • Group will be briefed to wash hands regularly, ideally with soap, and especially before mealtimes
Child protection considerations	All group members	<ul style="list-style-type: none"> • Pre visit check and/or check of information/assurance from reputable tour operator • Establishment has exclusive use of clearly demarcated sleeping accommodation (i.e. own accommodation or area bounded by fire doors) • Staff accommodation adjacent to, and on same floor as, young people • Where young people have room keys, staff have access to a master key • Young people can easily contact staff throughout night • Young people are checked into rooms at "lights out"
Night time tendencies	All group members	<ul style="list-style-type: none"> • Information gained from parents/carers re young people's illnesses, sleepwalking etc • Suitable supervision arranged to meet needs of young people
Access requirements for group	All group members with special needs	<ul style="list-style-type: none"> • Pre visit check and/or check of information/assurance from reputable tour operator that accommodation meets any special needs of anyone in the group

members with special needs		
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2. Canoeing and kayaking

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Leaders trained, competent and experienced with clearly defined roles and responsibilities for all supervisors. Leaders familiar act on guidance offered by site management, river advisers etc. Instructors to hold appropriate and current British Canoe Union (BCU) coaching qualifications for the prevailing conditions. Activity management takes account of group characteristics Supervision levels to be appropriate to the size and competence of the group (1:8, usually with max group size of 12 plus supervisors) Large groups to be split into smaller manageable groups Overall leader remains in touch with all groups and can re- group effectively at agreed points. All group leaders appropriately equipped to cope with likely common incidents, as recommended by the BCU, and trained in use
Lifting and manual handling hazards → Musculo-skeletal injuries	All group members,	<ul style="list-style-type: none"> Group appropriately briefed and observe demonstration of good lifting and carrying techniques before activity commences More than one person to lift / carry each boat
Water → drowning	All group members,	<ul style="list-style-type: none"> All participants to wear correctly fitted buoyancy aids that conform to prevailing standards. Self-righting buoyancy aids may be appropriate for participants with limited mobility or other special needs Capsize drill explained to reduce possibility of participants not making clean exit from upturned craft – “dry” capsize demonstrated on land beforehand
Unsuitable / inappropriate location → injury or fatality	Group members	<ul style="list-style-type: none"> Location has been specifically assessed by technical adviser - BCU Coach Level 3, minimum Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly
Unclean/polluted water → infection/illness (e.g. Weil's disease)	All group members,	<ul style="list-style-type: none"> Participants will cover cuts and wounds with waterproof plasters Participants will wash their hands and any cuts / wounds with soap and clean water afterwards and before eating (“Wet Wipes” are an acceptable substitute)
Inexperience / Lack of competence of participants → loss of control → collision, capsize	Group members	<ul style="list-style-type: none"> Levels of competence established before main activity commences Activity to be adapted to, and appropriate for, abilities of group

Exposure to weather, prolonged immersion in water → hypothermia	All group members,	<ul style="list-style-type: none"> • Participants are appropriately clothed for the prevailing conditions • Time on the water is limited (according to the group and water temperature) and session will finish if individuals start to show signs of cold or fatigue • Hot drinks, spare warm clothes, and adequate shelter are available • Emergency telephone / arrangements in place
Inappropriate / inadequate equipment → injury	All group members,	<ul style="list-style-type: none"> • Craft to be used are suitable /appropriately equipped for the prevailing water and weather conditions. If young people are using own boats, these are to be inspected by leader prior to commencing activity. • Unsuitable boats will not be permitted to be used • All group members to wear safety helmets, where conditions or activity may require them, to be checked visually for defects and correctly fitted before activity commences.
Slips, trips, falls/ collisions → injuries	All group members,	<ul style="list-style-type: none"> • All group members to wear suitable footwear with adequate grip that will help protect against stones/broken glass etc. on shore or water bottom
Individual becomes separated from rest of group	All group members,	<ul style="list-style-type: none"> • Leaders maintain awareness of all participants' locations at all times • Participants to use "buddy" system and briefed regarding procedure if they become separated from rest of group

3. Castles and other historic monuments

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Activity management takes account of group characteristics Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff If necessary staff to undertake preliminary visit.
Hazards specific to Castles e.g. spiral staircases, uneven steps, low doorways, opportunities to climb etc	All group members,	<ul style="list-style-type: none"> All leaders familiar with guidance offered by site management including emergency and first aid procedures and how to contact duty staff / manager, if required, at any time On arrival, group will be fully briefed regarding required behaviour, potential hazards, “no-go areas”, and safety measures/procedures – particular mention will be made of any high bridges or battlements and unprotected drops
Transport to and from venue	All group members,	<ul style="list-style-type: none"> Use reputable coach company / minibuses. Adequate supervision of group when moving around car park using only marked walkways. When on public highways adequate supervision and code of conduct applied. Group briefed on hazards and procedures
Car Park and Road Traffic Issues	All group members,	<ul style="list-style-type: none"> Hazards known and addressed in pre-planning, including allocation of staff management and briefing of students
Individuals lost or separated	All group members,	<ul style="list-style-type: none"> Defined working areas Designated meeting points and times Use of “buddy” system Supervision Head count
Incident / Emergency	All group members,	<ul style="list-style-type: none"> System of emergency contact in place Staffing allocation takes account of medical and behavioural conditions
Confrontation with members of public	All group members,	<ul style="list-style-type: none"> Appropriate briefing of staff on potential for mis- behaviour Appropriate briefing to pupils on required behaviour / Code of Conduct
Weather extremes	All group members,	<ul style="list-style-type: none"> Appropriate clothing is used. Drinks are available

4. Coastal locations

Hazard/Risk	Who?	Standard control measures
Inappropriate leadership	All group members,	<ul style="list-style-type: none"> • If necessary venues are pre-visited and individually risk assessed by leader(s) with particular reference to the group involved • Appropriate local advice is obtained prior to the visit and followed • A current weather and sea state forecast is obtained on the day of the visit • The activity is adapted / changed (plan B or C) or even cancelled/postponed if the forecasts or advice suggest that conditions will be unsuitable.
The Sea: rising tides → hypothermia, drowning	All group members,	<ul style="list-style-type: none"> • Group is made aware of the following: <ul style="list-style-type: none"> ○ Tide changes and times, speed of incoming tide (reference markers identified), and factors (e.g. wind) that might affect this ○ Areas of the beach / shore that must be avoided. ○ Any channels on the landward side of the group that may fill up and block safe exits • Safe exit routes and timings are planned carefully and all members appropriately briefed, ensuring a wide margin for error • A clear safe base is established on the beach to which members of the group may return if separated
Unexpected immersion Large / freak waves → swept out to sea → drowning	All group members	<ul style="list-style-type: none"> • Paddling and swimming will only take place when properly organised. • Group to keep a safe distance from the open sea, especially in stormy conditions, and if waves are breaking over rocks
Uneven, unstable or slippery surfaces underfoot (rocky shores, breakwaters etc) → slips, trips, collisions Sharp objects buried in sand, shingle,	All group members,	<ul style="list-style-type: none"> • Appropriate footwear is worn • Wet, slippery rocks are avoided unless the group is clearly competent enough, and the staff are able to supervise group safely • Group members are made aware of: <ul style="list-style-type: none"> ○ Particular care needed when stepping or jumping between rocks, especially if covered with seaweed, and are wet ○ Care needed on steep shingle beaches or tops of dunes or over mud flats lest the surface moves or collapses unexpectedly ○ Potential sharp objects (barnacles, broken shells or

between rocks etc		glass, rusty metal etc)
Cliffs: falls from height, falling rocks or debris	All group members,	<ul style="list-style-type: none"> • The group is properly supervised and behaves sensibly and carefully near cliffs • Group members keep a safe distance from cliff edges at all times (a coloured rope between 2 staff may act as an effective temporary marker/barrier on occasion) and the cliff base • Particular caution is taken near cliffs that are prone to collapse (and especially after periods of heavy rain) • Scrambling/climbing on cliffs or large rocks is not permitted, unless as part of a planned activity with appropriately qualified instructors • Steep and/or exposed paths are avoided, especially after rain • The group have appropriate footwear with good grip to avoid slips • Group members do not throw stones • activities such as cycling or running near unfenced cliff tops are avoided
Weather extremes, Heat stroke, Sun Burn	All group members,	<ul style="list-style-type: none"> • Weather forecast checked beforehand • Appropriate clothing is worn and if necessary water is available. • Sun block / sun cream to be applied

5. Cycling

Note:

There are no formal nationally recognised qualifications for leading/instructing groups in road cycling.

However, it is recommended that the Group Leader has considerable cycling experience and appropriate leadership training

For off-road cycling, there are a number of Mountain Bike Leader qualifications, and the Group Leader should have as a minimum the BSCA Off Road Leader Award or OTC Trail Mountain Bike Leader Award.

For more remote locations, the OTC Level 2 Advanced Mountain Bike Leader Award or the Scottish Mountain Bike Leader Award (SMBLA) are appropriate qualifications

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Leaders trained, competent and experienced (see Notes above) with clearly defined roles and responsibilities for all supervisors Leaders familiar with guidance offered by site management Group leader to have cycled beforehand, and be familiar with, the intended route Activity management takes account of group characteristics Supervision levels to be appropriate to the size and competence of the group (1:8 with max group size of 12 plus supervisors) Large groups to be split into smaller manageable groups Overall leader remains in touch with all groups and can re group effectively at agreed points. All group leaders to be appropriately equipped to cope with emergencies (first aid kit, puncture repair kit and basic toolkit etc.) One supervisor to remain at front of group to control speed (and ensure correct route is followed) One supervisor to remain at rear of group to avoid stragglers Mountain biking should not take place during the hours of darkness
Inexperience / Lack of competence of participants → loss of control → injury	Group members	<ul style="list-style-type: none"> Levels of competence established before main activity commences by means of short practical session Activity or route to be adapted to and appropriate for abilities of group Before setting off, group to be briefed on route and safety precautions.
Inappropriate / inadequate equipment	All group members,	<ul style="list-style-type: none"> Bikes used are road / route worthy. If young people are using own bikes, these are to be inspected by leader prior to commencing activity. Unsuitable bikes will not be permitted to be used

		<ul style="list-style-type: none"> Operational front and rear lights are fitted if the journey is likely to include travelling in the dark All group members to wear safety helmets, to be checked visually for defects and ensure correct fitting before activity commences. All group members appropriately dressed with no parts of loose clothing likely to get caught in wheels Light rucksacks may be carried if considered safe, but ensure all straps are done up and cannot be caught in wheels
Traffic, other riders → collision → injury	All group members,	<ul style="list-style-type: none"> Routes chosen will be off-road or on quiet roads wherever possible or utilise designated cycle routes / cycle tracks. Young people to be briefed specifically of the dangers of riding too closely to each other or other traffic Riding on public highways will be in single file All crossings of public highways will be under direct control of supervisors
Unsuitable terrain, steep descents	All group members,	<ul style="list-style-type: none"> Chosen route avoids high-risk areas such as steep, rocky descents, paths besides steep drops etc. Steep descents to be strictly controlled by supervisors, group members to dismount and walk where necessary
Group or individual becomes lost or separated from rest of group	All group members,	<ul style="list-style-type: none"> Group stops at regular intervals, and waits for everyone to regroup before continuing Leaders maintain awareness of their location at all times Sufficient maps and compasses are carried by the leaders Group members are briefed regarding procedure if lost/separated Leaders have mobile phones – signal checked beforehand on pre-visit
Confrontation with members of public	All group members,	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to young people on required behaviour / Code of Conduct
Incident / Emergency	All group members	<ul style="list-style-type: none"> System of emergency contacts in place Staffing allocation takes account of medical and behavioural conditions
Weather extremes	All group members,	<ul style="list-style-type: none"> Appropriate clothing is to worn. Water should be available if necessary.

6. Farm visits

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • Activity management takes account of group characteristics • Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff • Leaders follow guidance offered by site management • If necessary staff undertake preliminary visit.
Hazards specific to Farms e.g. machinery, chemicals, slurry pits, animals, barbed wire, electric fences	All group members,	<ul style="list-style-type: none"> • Group briefed as appropriate regarding specific hazards. • Always follow instructions by farmer or farm personnel • Avoid moving machinery • Not to climb on bales, walls or fences • Keep away from slurry tanks, hoppers etc • Not to touch barbed wire or electric fences • Not to enter fields containing animals and not to touch or feed animals unless the farm personnel are supervising/give permission
Infection and illness (including EColi)		<ul style="list-style-type: none"> • Avoid transmission of infection from hand to mouth • Wash hands thoroughly after touching / handling farm animals and before eating.

7. Overseas visits

Hazard/Risk	Who?	Standard control measures
Inadequate safety standards of tour operator	All group members,	<ul style="list-style-type: none"> Use a reputable tour operator, appropriately accredited and bonded, used for overseas visit Prior written assurance obtained from said tour operator that suitable and sufficient safety management systems are in place, including risk assessments of accommodation and activities.
Inappropriate programme for needs of group	All group members,	<ul style="list-style-type: none"> Group leader to liaise carefully with provider before visit to arrange a suitable and appropriate programme of activities Group leader to ensure that all relevant information is forwarded in good time to the provider about age, ability and any special needs in group
Language difficulties → misunderstanding or lack of clarity about safety considerations	All group members,	<ul style="list-style-type: none"> Group leader to ensure there is at least one person in the group who can act as translator if required Group members to have "Help" cards printed in the appropriate language giving contact details of nominated translator if required
Domestic hazards	All group members,	<ul style="list-style-type: none"> Prior written assurance, including risk assessments, will be obtained from the accommodation owner or reputable tour operator that suitable and sufficient safety management systems are in place <p>On arrival:</p> <ul style="list-style-type: none"> Staff to undertake visual inspection of accommodation. All staff will be informed of emergency and first aid procedures and how to contact duty staff/ manager if required at any time Young people appropriately briefed about: - <ul style="list-style-type: none"> Expected standards of behaviour / Code of Conduct Any local hazards to establish necessary safety rules inc. balconies, fire escapes, nearby roads and other natural hazards e.g. streams / rivers, lakes, cliffs nearby emergency procedures
Fire	All group members,	<ul style="list-style-type: none"> Prior written assurance obtained from accommodation owner / reputable tour operator that the premises have been subject to a Fire Risk Assessment under Fire Safety legislation or meet other national/local fire regulations Group leader to make visual inspection of premises to familiarize themselves of the layout of the building. Any issues, such as locked fire doors, to be raised with management a.s.a.p. Inform group of fire procedures / conduct Fire Drill on arrival / before first bed-time

	Group members with physical impairment	<ul style="list-style-type: none"> If group includes wheelchair users or those with impaired movement, sight or hearing, appropriate measures will be taken to ensure that all group members can evacuate safely in response to a fire alarm
Excursions: hazards specific to the particular excursion e.g. traffic driving on right, offending local customs / culture, steep and slippery slopes, low walls and drops, uneven or gravelly paths, loose rocks, beggars, crowds (separation, pickpockets) unaccustomed climatic conditions	All group members,	<ul style="list-style-type: none"> Staff briefed on supervisory responsibilities throughout the visit. Transport arrangements are explained to all staff and young people. Contingency arrangements are in place in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return to base) Young people appropriately briefed to include the following: - <ul style="list-style-type: none"> Purpose, location, time and duration of visit Activities to be included during the visit Details of any unsupervised activities and where and when to report after the unsupervised activity. Expected standards of behaviour / Code of Conduct and pertinent safety rules Required clothing. Emergency procedures - what to do if lost or separated from group, or there is an incident.
Sporting and Adventurous Activities, including "off-piste" activities e.g. skating and tobogganing	All group members,	<ul style="list-style-type: none"> Activities provided by accredited provider Prior written assurance obtained as to the competence of the provider and the suitability of the provider's safety management systems by the provider themselves or the tour operator. Group leaders to accompany group members on all activities and be prepared to intervene in or stop the activity, should they have concerns regarding the safety of the young people in their care, until those concerns are addressed
Exhaustion due to lack of fitness, Altitude. Heatstroke/ Dehydration	All group members,	<ul style="list-style-type: none"> Group adequately prepared prior to departure Pace of activities set to suit group Appropriate and adequate period of acclimatisation if participating in prolonged activities at altitude. Flexible itinerary to respond to individuals needs and rest requirements Group reminded to wear hats and drink plenty of water regularly
Local transport	All group members,	<ul style="list-style-type: none"> Official transport arranged and provided by tour operator to be used wherever possible Only official taxi companies, such as registered airport taxis

		<p>or taxis from recognised taxi ranks are used (inc. water taxis).</p> <ul style="list-style-type: none"> • Only buses from reputable bus companies (inc. river buses) are used
Illness due to contaminated water or food (where water source or food hygiene cannot be relied on)	All group members, including leaders	<ul style="list-style-type: none"> • Drink bottled water only • Brush teeth, wash hands, rinse food with bottled or iodine-treated water. • Food to be consumed only from “known” sources e.g. hotel restaurant, within group (if self-catering) or host families • Early medical advice to be sought where appropriate
Drug abuse	All group members, including leaders	<ul style="list-style-type: none"> • Prescription medication only to be taken (NB It may be advisable to check with the FCO or Tour Operator as to what is permissible locally) • All medication to be clearly marked and kept secure by designated person.
Alcohol abuse	All group members, including leaders	<ul style="list-style-type: none"> • Alcohol to be drunk by group members only with prior parental consent and in moderation when accompanied by group leaders
Domestic and wild animals Snakes Insects	All group members, including leaders	<ul style="list-style-type: none"> • Leaders to brief group members of the dangers of petting, using flash photography near, or aggravating any domestic or wild animals that they might come across. • Where snakes are likely to be present, boots and long trousers are to be worn and care taken when walking over logs and rocks • If bitten, medical advice is to be sought as quickly as possible (see tour operator’s guidelines) • Group members will be made aware of insects that might pose potential risk and of recommended precautionary measures e.g. Insect nets and/or repellents to be used if appropriate
Attack, Mugging or Robbery	All group members, including leaders	<ul style="list-style-type: none"> • Avoid known high risk areas and situations • To comply with the demands of the robbers and not normally offer any form of resistance • Sensible security precautions, especially re. carrying of cameras, valuables etc
Loss of travel documents	All group members, including leaders	<ul style="list-style-type: none"> • Where possible travel documents should be kept in a secure place. • Documentation to be shared around group leaders / group as appropriate • All important documentation has been photocopied

8. Paddling in open waters

Hazard/Risk	Who?	Standard control measures
Inappropriate leadership	Group members	<ul style="list-style-type: none"> Paddling will only be allowed at locations that are regarded as “safe”, having been specifically risk assessed by competent persons Only group members whose parents have given permission will be allowed to enter the water An appropriate number (according to location and group) of adults will be available to provide constant supervision, including those not paddling.
Unsuitable locations		<ul style="list-style-type: none"> Prior local knowledge is sought and acted upon, especially regarding depth and nature (currents, tides, backwash) of water and any specific hazards The advice and directions of the coastguard or lifeguard will be followed Beaches with a horizontally divided red/yellow flag (indicating that it is lifeguard patrolled) are used, wherever possible Beaches that have a red flag (indicating that the lifeguard has deemed the beach unsafe for environmental or other reasons) are avoided Beaches are chosen with safe, gently sloping bank/shore where people can enter/exit water easily The depth of water will be checked and assessed as suitable for the group and activity Staff will remain alert to danger, and will be ready and prepared, if necessary, to enter the water to provide effective supervision
Involuntary immersion → drowning	All group members, including leaders	<ul style="list-style-type: none"> Group members to be briefed regarding safety rules and expected behaviour i.e. conditions about running, jumping or diving and it will be made clear that pushing, dragging or ducking others is unsafe and unacceptable Beaches are chosen with gently shelving shores, with no sudden changes in depth/gradient Group members are made aware of and remain in a clearly identified and demarcated area (use markers if appropriate) Paddlers remain in water up to knee deep only Paddlers use a buddy system to keep a check on each others' safety
Slips, trips, collisions during → injury	All group members, including leaders	<ul style="list-style-type: none"> All participants to wear suitable footwear (to guard against slips and abrasions on rocks, groynes / breakwaters, etc) Group members are warned of slipping on seaweed or wet (dark coloured), slippery rocks at water's edge

<p>Cuts /stings from submarine hazard e.g. rock or weaver fish → □injury</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none">• All participants to wear suitable footwear (to guard against slips and cuts on rocks/glass/cans etc.) where appropriate e.g. walking across shingle to sand• Local knowledge (e.g. from coastguard or beach patrol) is sought regarding likely hazards, such as weaver fish or jelly fish (yellow flag indicates specific hazard e.g. poisonous jellyfish)• Waters with known hazards are avoided
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9. Use of play areas with equipment

Hazard/Risk	Who?	Standard control measures
Hazards specific to play areas e.g. climbing frames, bridges, towers, swings, rockers, etc → falls, collisions	Group members	<ul style="list-style-type: none"> • Staff are familiar with guidance offered by site management including emergency and first aid procedures and how to contact duty staff / manager, if required <ul style="list-style-type: none"> ○ Young people will be fully briefed regarding required behaviour, potential hazards, “no-go areas”, and safety measures / procedures. • Staff to make visual check of site before use and arrange for removal of any animal faeces, broken glass etc and broken equipment to be cordoned off / removed if not done so already • Supervisors to be appropriately positioned around the play area as required.
Individuals lost or separated	Group members	<ul style="list-style-type: none"> • Group to remain within boundary (fence) of play area • Individuals to be directed / accompanied by staff to the toilets or refreshment areas as appropriate • Designated meeting points
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> • Appropriate briefing to young people on required behaviour / Code of Conduct
Incident / Emergency	Group members	<ul style="list-style-type: none"> • System of emergency contact in place • Staffing allocation takes account of medical and behavioural conditions
Weather extremes	All group members,	<ul style="list-style-type: none"> • Protective clothing etc. according to time of year and weather forecast • Consideration given to possibly increased slipperiness of some surfaces when wet or icy

10. Pond dipping

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • If necessary staff have made preliminary visit to, and are familiar with, the site used • Activity management takes account of group characteristics. • Staff are trained, competent and experienced with clearly defined roles and responsibilities • Staff are familiar with guidance offered by site management
Unsuitable location Slips, falls, collisions → injury	All group members, including leaders	<ul style="list-style-type: none"> • Area of water and adjoining section of bank used is suitable and presents no significant risks • Each group member wears appropriate footwear • Group is set, and stays within, clear boundaries which define an area that can be properly supervised • Group briefed regarding required behaviour:
Water → hypothermia, drowning	All group members, including leaders	<ul style="list-style-type: none"> • Prior local knowledge sought and acted upon, regarding the any specific hazards • Information obtained about rainfall and water levels during the previous few days prior to the activity • Decision made on the day whether or not to proceed with, or adapt, activity on basis of weather forecast, depth/flow of water etc. • Activities take place from a stable, fixed level platform • Activity takes place where direct access to the water is restricted by a strong fence/barrier • Reaching pole / throw-line / lifebuoy available for emergency use at site of activity • Leaders trained in use of appropriate rescue equipment (N.B. it is usually safer for rescuer to remain on bank, if possible) • All staff are briefed in rescue procedures • Regular and frequent head counts are made by supervising staff
Infection from water (including Weils Disease)	All group members, including leaders	<ul style="list-style-type: none"> • Young children to be discouraged from sucking their fingers • Group to wash hands after the activity, and before eating or drinking • Cuts and wounds are protected by waterproof plasters
Injury from nets	All group members, including leaders	<ul style="list-style-type: none"> • Group briefed regarding the potential risks (especially to eyes) of net poles, and to carry them carefully, preferably upright • Leaders to ensure that no-one stands behind someone who is dipping. • Leaders to ensure young people dipping are spaced well apart

11. River studies

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Activity management takes account of group characteristics. Staff trained, competent and experienced with clearly defined roles and responsibilities Leaders act on guidance offered by site management The river will be pre-visited and specifically risk assessed by the leader, with advice from others who know the site well and can advise on hazards (e.g. changing water levels) and particular control measures and / or operating procedures required
Unsuitable location Slips, falls, collisions → injury	All group members,	<ul style="list-style-type: none"> Section of water used is suitable and presents no significant risks Each group member wears appropriate footwear Group is set, and stays within, clear boundaries which define an area that can be properly supervised Group briefed regarding required behaviour:
Water Unexpected immersion → hypothermia, drowning	All group members, including leaders	<ul style="list-style-type: none"> Prior local knowledge sought and acted upon, regarding the any specific hazards Information obtained about rainfall and water levels during the previous few days prior to the activity Decision made on the day whether or not to proceed with, or adapt, activity on basis of weather forecast, depth/flow of water etc. Appropriate checks made as to any hazards downstream or round the corner (fallen tree, fence, weir, waterfall) Sites chosen with a safe, gently sloping bank / shore , with no sudden changes in depth / gradient where group members can enter / exit water easily Regular and frequent head counts are made by staff Leaders trained in use of, and carry, appropriate rescue equipment e.g. throw-lines (N.B. it is usually safer for rescuer to remain on bank, if possible) All staff are briefed in rescue procedures Spare clothes and a towel carried by group in case someone falls in Swimming is not allowed
Rise in water level, increased strength of current → drowning		<ul style="list-style-type: none"> Up-to-date checks are made beforehand regarding the suitability of the weather forecast for the day and conditions over the past few days If the river is subject to “releases” from a dam upstream, checks made with the water authorities to ensure the group is not at risk

Infection from water (including Weils Disease)	All group members, including leaders	<ul style="list-style-type: none">• Leaders to check there are no obvious sources of pollution present (e.g. dead animal upstream)• Group members not to drink the water• Group to wash hands after the activity, and before eating or drinking• Cuts and wounds are protected by waterproof plasters
Extremes of weather	All group members, including leaders	<ul style="list-style-type: none">• Group is suitably clothed according to the prevailing conditions and with due regard to the weather forecast• Drinking water provided if necessary.

12. Swimming in open waters

Hazard/Risk	Who?	Standard control measures
Inappropriate leadership	Group members	<ul style="list-style-type: none"> Swimming will only be allowed at locations that are regarded as “safe”, having been specifically risk assessed by competent persons Only group members whose parents have given permission will be allowed to swim Activity management takes account of group characteristics. Staff trained, competent and experienced with clearly defined roles and responsibilities Site will be pre-visited and specifically risk assessed by the leader, with advice from others who know the site well and can advise on hazards (e.g. changing water levels) and particular control measures and / or operating procedures required
Unsuitable locations	Group members	<ul style="list-style-type: none"> Prior local knowledge is sought and acted upon, especially regarding depth and nature (currents, tides, backwash) of water and any specific hazards The advice and directions of the coastguard or lifeguard will be followed Beaches with a horizontally divided red/yellow flag (indicating that it is lifeguard patrolled) are used, wherever possible Beaches with an orange windsock displayed (indicating that it is unsafe for airbeds/lilos etc due to strong offshore winds) are avoided Beaches that have a red flag (indicating that the lifeguard has deemed the beach unsafe for environmental or other reasons) are avoided All non swimmers/weak swimmers will be identified and be directed to areas suitable to their ability The depth of water will be checked and assessed as suitable for the group and activities Crowded beaches, where it is harder to see and supervise group members, are avoided Particular caution is taken when swimming in waves, where visibility of swimmers might be restricted and swimmers might be knocked off their feet Tide tables and weather forecasts are checked beforehand as appropriate The group will not swim until at least 30 minutes after eating (to reduce the likelihood of sudden cramp)
Inadequate safety provision	Group members	<ul style="list-style-type: none"> An appropriate number (according to location and group) of qualified lifeguards will be available to provide constant supervision

		<ul style="list-style-type: none"> • The lifeguard(s) will supervise from out of the water from a point where the whole swimming area can be observed • The lifeguards will remain alert to danger, and will be ready and prepared, if necessary, to enter the water to conduct a rescue • In addition to qualified lifeguards, a sufficient number of other leaders will act as observers/ supervisors (it might be appropriate for some leaders to be present also in the water) • Lifeguards will have access to, and be competent in, the use of suitable rescue equipment (e.g. lifebuoy, throw-line and/or reaching pole)
Unclean/ polluted water → infection/ illness (e.g. Weil's disease)	All group members, including leaders	<ul style="list-style-type: none"> • Canals or other areas of stagnant water are avoided • Reasonable steps are taken to check the cleanliness of the water (clarity, dead animals upstream, signs of litter / sewage/pollution, not used by livestock) before allowing swimming to take place • Unless the water is tested and known to be clean, swimmers are advised to keep their heads above water and not to drink/swallow water if possible • Beaches that have a blue flag award (indicating good water quality and management) are used wherever possible • Swimmers will cover cuts and wounds with waterproof plasters • Swimmers will wash their hands and any cuts / wounds with soap and clean water afterwards ("Wet Wipes" are an acceptable substitute)
Sudden or prolonged immersion in cold water → hypothermia, collapse, drowning,	All group members, including leaders	<ul style="list-style-type: none"> • The water and air temperatures are suitable and safe for swimming • Time in the water is limited (according to the group and water temp) and session will finish if individuals start to show signs of cold or fatigue • Leaders and group members are made aware of the potential dangers of sudden and rapid immersion in cold water • Hot drinks, spare warm clothes, and adequate shelter are available
Involuntary immersion → drowning	All group members, including leaders	<ul style="list-style-type: none"> • Group members to be briefed regarding safety rules and expected behaviour i.e. conditions about running, jumping or diving and it will be made clear that pushing, dragging or ducking others is unsafe and unacceptable • Appropriate numbers of leaders / assistants will be present in the water with the group as required • Beaches are chosen with safe, gently sloping bank/shore where swimmers can enter/exit water easily • Beaches are chosen with gently shelving shores, with no sudden changes in depth/gradient • Swimmers are made aware of and remain in a clearly

		<p>identified and demarcated area (use markers if appropriate)</p> <ul style="list-style-type: none"> • Swimmers remain in water up to waist deep only • Swimmers use a buddy system to keep a check on each others' safety
Slips, trips, collisions during → injury	All group members, including leaders	<ul style="list-style-type: none"> • All swimmers wear to suitable footwear (to guard against slips and cuts on rocks/glass/cans etc.) • Group are warned of slipping on seaweed or wet (dark coloured), slippery rocks at water's edge • Swimmers are briefed regarding dangers from other water users (e.g. surfers) and to avoid designated areas for water craft • Jumping or diving into waters of unknown depth is not allowed.
Cuts /stings from submarine hazard e.g. rock or weaver fish → injury	All group members, including leaders	<ul style="list-style-type: none"> • All swimmers to wear suitable footwear (to guard against slips and cuts on rocks/glass/cans etc.) • Group leaders will check that there are no underwater hazards (sharp rocks, rusty cans, wire) - by wading in with stick whilst wearing suitable protective footwear • Local knowledge (e.g. from coastguard or beach patrol) is sought regarding likely hazards, such as weaver fish or jelly fish (yellow flag indicates specific hazard e.g. poisonous jellyfish) • Waters with known hazards are avoided
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> • Weather forecast checked beforehand • In extreme weather swimming is not allowed.

13. Swimming pools

Hazard/Risk	Who?	Standard control measures
Inappropriate leadership	Group members	<ul style="list-style-type: none"> • Only group members whose parents have given permission will be allowed to swim • Activity management takes account of group characteristics. • Staff trained, competent and experienced with clearly defined roles and responsibilities • The gender mix of staff will take account of the group's gender mix (normally at least one member of each gender in mixed groups), wherever possible • A member of staff (of appropriate gender) will be available to supervise group members in the changing rooms (as necessary) • If the group is under the direct supervision and care of instructors at the pool, at least one group leader will remain present and immediately available to assist (i.e. with behavioural / pastoral issues) if required, beside the pool • All accompanying staff will remain accessible and available to assist with supervision throughout the pool session (as required) • Staff will have an established emergency procedure in the event of a group member being injured and needing hospitalisation • Meeting points will be agreed for the start and end of sessions
Inadequate safety provision	Group members	<p>Where there are no lifeguards provided by the pool management, the Group leader will ensure that: -</p> <ul style="list-style-type: none"> • An appropriate number (according to location and group) of qualified lifeguards will be available to provide constant supervision • The lifeguard(s) will supervise from out of the water from a point where the whole swimming area can be observed • The lifeguards will remain alert to danger, and will be ready and prepared, if necessary, to enter the water to conduct a rescue • In addition to qualified lifeguards, a sufficient number of other leaders will act as observers/supervisors (it might be appropriate for some leaders to be present also in the water) • Lifeguards will have access to, and be competent in, the use of suitable rescue equipment (e.g. lifebuoy, throw-line and/or reaching pole) • The depth of water will be checked and assessed as suitable for the group and activities - diving and other activities
Sudden / unexpected	Group members	<ul style="list-style-type: none"> • Group appropriately briefed about safety rules and regulations and behaviour required.

immersion → drowning		<ul style="list-style-type: none"> All non swimmers/weak swimmers will be identified and be directed to areas suitable to their ability
Slips, trips, collisions during non-swimming activities	Group members	<ul style="list-style-type: none"> Slip resistant surfaces in evidence Non-formal swim teaching activities to be specifically risk assessed e.g. diving, 'recreational' time, use of slide, flumes, inflatables etc.
Unsafe / inappropriate use of equipment → Injuries	All group members,	<ul style="list-style-type: none"> Group members will only use extra equipment (e.g. snorkels, masks etc.) permitted by the pool management Floats and teaching / play equipment will be used only in accordance with pool management rules and procedures Where canoes are available (i.e. stored) on poolside, these must not be used whilst swimming activities are taking place. Such use to be specifically risk assessed beforehand.
Poor hygiene arrangements → infections	All group members,	<ul style="list-style-type: none"> Group members use appropriate, clean swimwear, as required Group members with medical conditions that are infectious do not participate, or have sufficient protection to be no risk to others
Child protection issues	Group members	<ul style="list-style-type: none"> If possible swimming sessions will be arranged for the group's exclusive use in a clearly defined area of the pool Care, sensitivity, and sensible precautions will be taken regarding changing facilities and assistance in the pool to protect young people (and safeguard leaders from allegations)
Confrontation with members of public	All group members,	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to students on required behaviour / Code of Conduct
Weather extremes (outdoor pools only)	All group members,	<ul style="list-style-type: none"> Protective clothing etc. according to time of year and weather forecast Use appropriate sun protection if necessary Swimming in extremes of weather is not allowed.
Transport to and from venue	All group members,	<ul style="list-style-type: none"> Use reputable coach company / minibuses or public transport.
Car Park and Road Traffic Issues	All group members,	<ul style="list-style-type: none"> Adequate supervision of group when moving around car park using only marked walkways. When on public highways adequate supervision and code of conduct applied. Group briefed on hazards and procedures.

14. Theatres, museums, cinemas and galleries

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Activity management takes account of group characteristics Staff trained, competent and experienced with clearly defined roles and responsibilities for all staff Staff follow guidance offered by site management If necessary Group leader to undertake preliminary visit to check venue(s) and identify particular hazards
Hazards specific to buildings open to the public e.g. crowds, multiple rooms, stairways → Individuals separated or lost; 15.	All group members,	<ul style="list-style-type: none"> All staff familiar with guidance offered by site management including layout of venue, emergency and first aid procedures and how to contact duty staff / manager, if required, at any time Group to be fully briefed regarding required behaviour, potential hazards, any “no-go areas”, and all relevant safety measures / procedures – particular mention will be made of: <ul style="list-style-type: none"> Meeting points and timings Individuals are never left on their own by other members of their group System for contacting staff in emergency - young people to have ID cards with contact details of leader’s mobile ‘phone number Give out maps / plans of the institution Large groups to be divided up into smaller sub-groups reporting to designated members of staff (group leaders) during the visit Group leaders to do a name-check on each rendezvous occasion All leaders will have an established contingency plan for dealing with lost group member
Confrontation with members of public	All group members,	<ul style="list-style-type: none"> Staff clear as to expected standards behaviour by young people Appropriate briefing to young people on required behaviour / Code of Conduct Theatres / Cinemas <ul style="list-style-type: none"> Seats will be booked and reserved in advance The group will be in a block seating area together Adult leaders to sit at the both ends of each row so that young people will not sit next to other members of the general public
Transport to and from venue	All group members,	<ul style="list-style-type: none"> Use reputable coach company / minibuses. If using public transport, <ul style="list-style-type: none"> One staff member will be last onboard and first off board Staff member will stand by and check doorway as young

		<p>people enter / exit</p> <ul style="list-style-type: none">○ Group will be briefed regarding need for orderly entry / exit○ Young people to be seated wherever possible
Car Park and Road Traffic Issues	All group members,	<ul style="list-style-type: none">• Adequate supervision of group when moving around car park using only marked walkways.• When on public highways adequate supervision and code of conduct applied.• Group briefed on hazards and procedures
Incident / Emergency	All group members	<ul style="list-style-type: none">• System of emergency contact in place• Staffing allocation takes account of medical and behavioural conditions

15. Theme Parks

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Activity management takes account of group characteristics Staff trained, competent and experienced with clearly defined roles and responsibilities for all staff Staff are familiar with Guidance offered by site management If necessary, Group leader to undertake preliminary visit.
Hazards specific to Theme Parks e.g. large crowds, boundaries encompass large area → Individuals separated or lost;	All group members,	<ul style="list-style-type: none"> All leaders familiar with guidance offered by site management including layout of park (use maps provided), emergency and first aid procedures and how to contact duty staff / manager, if required, at any time On arrival, group will be fully briefed regarding required behaviour, potential hazards, “no-go areas”, and safety measures / procedures – particular mention will be made of: <ul style="list-style-type: none"> Meeting points and timings Group members will given a map of the park area and will clearly mark those meeting points on their maps Individuals are never left on their own by other members of their group (e.g. if one member does not wish to go on a ride) System for contacting staff in emergency - young people to have ID cards with contact details of leader’s mobile ‘phone number Large groups to be divided up into smaller sub-groups reporting to designated members of staff during the day Staff will do a name-check on each rendezvous occasion Staff to report to the visit leader at pre-determined intervals during the day All leaders will have an established contingency plan for dealing with lost group member Group members briefed to: <ul style="list-style-type: none"> Follow safety instructions given by the park staff, and those responsible for each ride Relax into seats and against head restraints on rides Take ‘time-out’ if feeling dizzy, sick or faint and inform staff
Confrontation with members of public	All group members,	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to young people on required behaviour / Code of Conduct
Car Park and Road Traffic Issues	All group leaders	<ul style="list-style-type: none"> Adequate supervision of group when moving around car park using only marked walkways. When on public highways adequate supervision and code of conduct applied.

		<ul style="list-style-type: none">• Group briefed on hazards and procedures
Incident / Emergency	All group members	<ul style="list-style-type: none">• System of emergency contact in place• Staffing allocation takes account of medical and behavioural conditions
Weather extremes	All group members,	<ul style="list-style-type: none">• Protective clothing etc. according to time of year and weather forecast• Drinks and sun block available if needed.

16 Travel by aeroplane

Hazard/Risk	Who?	Standard control measures
At airport – collision with pedestrians by vehicle at drop-off / pick-up point or car park	All group members,	<ul style="list-style-type: none"> Group members to be briefed appropriately including reminders about moving traffic (driving on right) where necessary Staff will supervise departure/arrival of group members from/to airport buildings
Individual separated and left behind	All group members	<ul style="list-style-type: none"> Staff to ensure sufficient time to book in. Some airlines will open a special desk to book large groups in – check with the operator. Group members and parents/carers should be made aware of any restrictions relating to size/weight and contents of luggage beforehand. Staff will ensure that boarding and leaving the 'plane is carefully supervised, and will carry out a head count at each stage of process (e.g. passport control, baggage check, customs etc) Designated leaders will be the first and last to enter each stage of process
Confrontation with a member of public	All group members, including leaders	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to young people on required behaviour / Code of Conduct

17. Travel by coach

Hazard/Risk	Who?	Standard control measures
Driver error → Traffic accident	All on board	<ul style="list-style-type: none"> Only coaches from a bona fide, reputable company will be hired Drivers resting, whilst the coach is in motion and being driven by a relief driver, take their rest in the on-board accommodation provided for the purpose and do not remain at the front of the coach
Inappropriate driving by driver	All on board	<ul style="list-style-type: none"> Group leader to discuss concerns with driver Stop the journey and 'phone the company for a new driver if it is felt the group is at risk
Defective vehicles	All on board	<ul style="list-style-type: none"> Only bona fide, reputable companies will be hired.
Injury whilst vehicle is in motion	All group members, Wheelchair users	<ul style="list-style-type: none"> All group members will be briefed to stay seated, wherever possible, during journey Group members will be instructed to use and fit seat belts correctly at all times during journey Aisles and emergency exits will be kept clear of obstructions If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted
Travel sickness	All group members,	<ul style="list-style-type: none"> Identified potential sufferers to be seated near the front or coach toilet
Misbehaviour → injury to self, others inside coach, or passers-by	All group members	<ul style="list-style-type: none"> Staffing ratios will be sufficient to maintain good behaviour Staff will sit at various separate locations to maintain good order and ensure young people keep seat belts on, and do not need to leave seats to ask questions etc. On double-decker coaches supervisors should be positioned on both decks Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the coach
Collision with passing vehicle whilst getting on or off the coach	All group members, Wheelchair users	<ul style="list-style-type: none"> Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement) Allocate one staff member to stand by and check doorway as young people enter / leave Brief group to enter and leave in an orderly manner. Transport will have suitable lift/wheelchair access Access and egress, and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate

<p>In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation</p>	<p>All on board</p>	<ul style="list-style-type: none"> • Staff to ensure group members are aware of emergency procedures, as appropriate • Follow directions of coach driver • All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles • If above is not possible, passengers will be instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts
<p>Stopping-off points / breaks in the journey Individuals separated or lost</p>	<p>Group members</p>	<ul style="list-style-type: none"> • Brief group members re: <ul style="list-style-type: none"> ○ Purpose and timings of stop ○ How and where to contact staff ○ Remain in pairs or threes (buddy system - each responsible for named other) ○ Moving traffic (driving on right abroad) • Careful head count before departure

18. Travel by ferry

Hazard/Risk	Who?	Standard control measures
Vehicle movements	All group members,	<ul style="list-style-type: none"> Group to remain on coach If there is a need to leave the coach, group members to be escorted by member of staff and walk along designated pedestrian lanes Staff will closely supervise departure / arrival of group members from / to the coach or minibus on vehicle deck Young people will not be allowed back onto vehicle deck during journey until time for disembarkation
Misbehaviour on Ferry	All group members,	<ul style="list-style-type: none"> Leaders will establish a specific seating area/meeting point, and ensure that a member of staff is accessible there throughout daytime crossings At night-time, a staff member will always be available and accessible in a cabin close to main group, and group members will be briefed accordingly Leaders will ensure that group members read and/or listen to the ship's official safety instructions, and will help explain emergency procedures to the group Leaders will give establish clear rules for behaviour and conduct before journey begins, and ensure that particular care must be taken on open deck Leaders will patrol ship at regular intervals to maintain good order and sensible behaviour Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets/ restaurants etc. If journey overnight, cabins/reclining seats will be booked in advance, and wherever possible, in a single block on the same deck to enable easier supervision If journey overnight, young people will be required to remain in cabins after a set time at night, and leaders will patrol to check If a major emergency occurs, a leader will notify a senior member of the ship's crew immediately
Falling overboard	All group members,	<ul style="list-style-type: none"> Leaders will not permit group members to go onto open deck area if sea is rough, unless accompanied by a staff member Leaders will brief young people not to go onto sections of the boat that prohibit access No group member or leader will be allowed to drink alcohol whilst onboard
Individual separated and left behind	All group members,	<ul style="list-style-type: none"> Leaders will ensure that boarding and leaving the ferry / ship is carefully supervised by staff members, and will carry out a head count before / after boarding and leaving

		<ul style="list-style-type: none">• Leaders will explain arrangements for docking, and where / when to meet, and remind group of stairway and vehicle deck numbers• Leaders will be the first and last to enter when boarding, and the first and last to exit when leaving
Confrontation with members of public	All group members,	<ul style="list-style-type: none">• Appropriate briefing of staff on expected behaviour• Appropriate briefing to young people on required behaviour / Code of Conduct

19. Travel –By Minibus

Hazard/Risk	Who?	Standard control measures
Driver error → road traffic accident	All group members,	<ul style="list-style-type: none"> • Drivers must hold a valid Minibus Drivers' Permit Card • Driver/s must have a current, clean driving licence, with full D1 entitlement. • PCV Licence if travelling abroad
Driver tiredness → road traffic accident	All group members,	The driver will: <ul style="list-style-type: none"> • share the driving with an accompanying adult on longer journeys (essential for journeys more than 2 hours duration) • not drive if feeling too tired or unwell to drive safely • not drive if under the influence of alcohol, drugs or medication • Minibus and drivers' hours will follow EC requirements and tachograph used where appropriate.
Defective minibus	All group members,	<p>Establishment –owned minibus(es)</p> <ul style="list-style-type: none"> • Vehicle is maintained in accordance with the manufacturer's instructions. • Vehicle is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) and has a current MOT certificate • Is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet "M2" standard) • Is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit • Has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared • Pre-drive inspection carried out and record sheet completed by driver. If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified • Effective vehicle defect reporting system in place with responsible member of staff to effect appropriate response • Appropriate written records kept e.g. <ul style="list-style-type: none"> ○ The vehicle documents and maintenance records ○ Operating log • Operator possesses and will display "Section 19 Small Bus Permit" in minibus windscreen • Vehicle is covered by membership of a motor recovery organisation, with details available for each journey <p>Hired minibus from outside organisation</p> <ul style="list-style-type: none"> • Only minibuses from a bona fide, reputable company will be hired

<p>Passenger behaviour distracts driver → road traffic accident.</p>	<p>All group members,</p>	<ul style="list-style-type: none"> • Young people briefed beforehand about required behaviour with reasons and consequences • A second adult will normally accompany the main driver, especially on long journeys, or with young people who might be disruptive • It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years • The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over • The second adult will sit with the young people in the main passenger section in order to maintain good order, ensure young people keep seat belts on, and attend to any needs • Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted • Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus
<p>Collision with passing vehicle whilst getting on or off minibus → Injury</p>	<p>All group members,</p>	<ul style="list-style-type: none"> • The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement) • Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road • Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.
<p>Use of tail lift: wheelchair tips or falls → Injury</p>	<p>All group members,</p>	<ul style="list-style-type: none"> • Access, egress and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate • Power chairs switched off. Manual chair's brakes applied • Wheelchairs will be properly secured during journey using appropriate fixings
<p>Where a roof rack is to be used: Falling luggage → r.t.a. Lifting heavy / awkward items →injuries Falling from height whilst loading/</p>	<p>All group members,</p>	<ul style="list-style-type: none"> • Use of a roof rack should be avoided if possible, if it is not possible: • It is the driver's legal responsibility to ensure the roof rack is correctly and securely fitted • It is the driver's legal responsibility to ensure that all luggage is stowed securely and with no loose straps etc. • An overall cover will be placed over the luggage and tied down securely • Additional helpers and care will be used when lifting and unloading heavy items of luggage • Operator will ensure that safe and secure access to roof rack is provided

<p>unloading → Injuries</p> <p>Overloading affects steering → r.t.a.</p>		<ul style="list-style-type: none"> • Only authorised persons will be allowed onto the roof • Appropriate care will be taken by those packing luggage on roof, especially during wet conditions • Luggage load will be within capacity of roof rack and vehicle • Extra care will be taken when driving, especially cornering / braking
<p>Where trailers are to be used:</p> <p>Trailer jack-knives, or collides with other vehicle → r.t.a.</p> <p>Defective fitting or trailer</p> <p>Falling luggage or cargo → r.t.a</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • Trailers are not to be towed if passengers are being carried in the rear compartment of the vehicle, unless emergency exit doors are fitted to both sides of the vehicle • Driver will have had suitable prior experience of and/or training in towing trailers before doing so behind a minibus carrying passengers and has the necessary entitlement (D1+E) on their driving licence • Driver will take extra care driving longer vehicle, and will keep within lower speed limits required by law • The driver's will ensure that: <ul style="list-style-type: none"> ○ Trailer is securely and correctly connected to minibus before departure and break-away cables are fitted and connected correctly ○ All lights are fitted and operate correctly before departure ○ Tyre tread and pressures are legal and as recommended (and spare tyre is carried) ○ Jockey wheel is stored securely and correctly before departure ○ The trailer is not overloaded and all luggage is stowed securely and safely with no loose straps that could catch beneath wheels etc
<p>Breaks in journey</p>	<p>All group members</p>	<ul style="list-style-type: none"> • Brief leaders and young people re : <ul style="list-style-type: none"> ○ Purpose and timings of stop ○ Hazards and conduct / behaviour required ○ How and where to contact staff (agree staff supervisory responsibilities beforehand) ○ Procedure if they become lost or separated from their group • Remind re moving traffic (driving on right abroad) • Young people will have ID cards with contact details of accommodation, school and leader 's mobile 'phone number • Careful head count before departure
<p>In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • All doors must be unlocked when carrying passengers. • Aisles and emergency exits will be kept clear of obstructions • Staff to ensure group members are aware of emergency procedures, as appropriate • All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised

20. Travel on foot

Hazard/Risk	Who?	Standard control measures
All accidents	All group members,	<ul style="list-style-type: none"> Where possible, prior inspection of the intended journey will be undertaken by at least one group leader to identify potential hazards and choose safe walking route The route will be planned to avoid fast or dangerous junctions or sections of road Staff will be fully briefed with respect to supervisory responsibilities
Collision with vehicular traffic (roads with pavements)	All group members,	<ul style="list-style-type: none"> Young people given appropriate briefing regarding hazards and required behaviour e.g. remain on pavements unless instructed otherwise, courtesy to public, etc The planned route utilizes wide pavements where possible The planned route will cross roads only at designated crossing points or at specified locations which are considered to be low risk All journeys, especially road crossings, will be closely supervised by staff Young people will be briefed not to cross roads, unless and until specifically instructed to do so by staff One supervisor will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself If abroad, pupils will be briefed regarding right-hand traffic and any local traffic rules
Collision with vehicular traffic (roads with no pavements)	All group members,	<ul style="list-style-type: none"> Walking beside roads with no pavements will be kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative (consideration will be given to factors such as speed and business of traffic, and widths of road and verge) Young people given appropriate briefing regarding required behaviour i.e. – <ul style="list-style-type: none"> to stay together as one group, on one side of the road only to walk in a single file close to roadside to walk off the road and on the verge, if at all possible The group will normally walk on the side of the road facing oncoming traffic, but the group leader will choose the safest side according to road conditions, width of verge, and visibility of traffic) Particular care will be taken around corners, when oncoming traffic may not be visible Staff will be positioned at the front and back of the group. N.B. It will not normally be safe for staff members to walk alongside the group If visibility is poor, Staff at the front and rear of the group will

		<p>be positioned at an appropriate distance ahead and behind the group to give prior warning to oncoming vehicles (wear bright clothing - fluorescent, if possible; flags or signs might be used if appropriate to signal to drivers to slow down)</p> <ul style="list-style-type: none">• Staff will warn group members of oncoming traffic and give instructions to the group to move onto the verge if appropriate• Roads will be crossed only at safe locations where visibility is clear and sufficient time is available to cross
Collision with vehicular traffic when crossing roads	All group members,	<ul style="list-style-type: none">• Young people given appropriate briefing regarding required behaviour when crossing roads e.g. walk, utilize pedestrian islands, cross in waves/small groups, leave clear exit at far side• Young people only to cross roads when specifically directed to do so by staff• Staff will be appropriately positioned and clearly visible to signal traffic to stop and guide group safely across

21. Travel by private vehicle

Hazard/Risk	Who?	Standard control measures
Driver error	All group members,	The driver: - <ul style="list-style-type: none"> • Has a current driving licence for the type of vehicle s/he will be driving (driving licences should be checked annually by designated “responsible person”) • Is an experienced driver who has held a full driving licence for at least 2 years • Has no past convictions (in the last 5 years) for, and is not Facing impending prosecution for, any significant driving offences (e.g. drink driving) • Is healthy and fit to drive • Is aware of and agrees to implement the following guidance <ul style="list-style-type: none"> ○ To share the driving with an accompanying adult on longer journeys (essential for journeys over 100 miles) ○ To adhere to strict working/driving hours and rest periods ○ Not to drive if feeling too tired or unwell to drive safely ○ Not to drive if under the influence of alcohol, drugs or medication ○ <u>Not</u> to use a mobile ‘phone or radio in the car unless the car is stationary. ○ To adhere to national speed limits and the highway code ○ To drive in a responsible and sensible manner ○ To choose safe locations, away from busy traffic, for passengers to get in/out of car (e.g. car park, onto wide pavement) • Will check and ensure that seat belts are fitted correctly on all young people before departure and after all breaks in the journey

<p>Defective or unsuitable vehicle</p>	<p>All group members,</p>	<ul style="list-style-type: none"> • The vehicle is roadworthy and has <ul style="list-style-type: none"> ○ Valid road tax ○ Current MOT certificate ○ Record of last service) ○ Valid motor vehicle insurance cover for personal business use ○ Booster cushions must be available for use when appropriate (children under 1.35m) ○ Sufficient capacity for each passenger to have their own seat and own seatbelt ○ Child-safe locks are operational on the doors to ensure that they cannot be opened accidentally, if younger children are being transported. • It is ideal to have some form of 'Breakdown' cover
<p>Child abuse</p>	<p>All group members,</p>	<p>Driver will:</p> <ul style="list-style-type: none"> • Provide personal references if they are unknown to the group leader • Have a CRB check, if they will have regular unsupervised contact with young people • Sign an agreed "Code of Safe Conduct" • The school will: • Place groups of young people in a vehicle together who live close-by to each other to minimise the potential risks associated of transporting children alone • Make prior arrangements to ensure that young people do not need to be transported alone • Provide volunteers with pre-determined routes and timings for the journey being undertaken
<p>Driver distracted by misbehaviour or illness in car</p>	<p>All group members,</p>	<ul style="list-style-type: none"> • Young people who are likely to present challenging behaviour are appropriately supervised by staff who are aware of and capable of handling their behaviour • Volunteer drivers are informed beforehand of any individuals who might present challenging or difficult behaviour, and are considered sufficiently capable of dealing safely and appropriately with any disruptive behaviour • A second adult accompanies the main driver on long journeys, or with young people who might be disruptive, in order to maintain good order, ensure young people keep seat belts on, and attend to any needs • Groups of young people will be placed together who get along well, thus minimising the risk of disruption and conflict • Young people are briefed beforehand regarding required conduct/behaviour • Young people are briefed not to open vehicle windows without permission, and not to place hands/heads out of

		<p>open windows</p> <ul style="list-style-type: none">• Young people are briefed not to throw anything inside or from the vehicle, or to make signs to passing road users• The driver will be informed of any significant medical conditions (including propensity for travel sickness) and relevant medication carried• Any travel sickness equipment is provided• Young people are briefed to eat/drink sensibly
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	All group members,	<ul style="list-style-type: none">• If breakdown or accident occurs, to evacuate all passengers away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles• If above is not possible, to instruct passengers to sit on side of vehicle furthest from moving traffic and remain wearing seat belts

22. Travel by rail (including underground)

Hazard/Risk	Who?	Standard control measures
<p>On platform - Getting hit by train door opening as train arrives</p> <p>Falling from platform onto track</p> <p>Falling between train and platform</p> <p>Getting caught in automatic door as it closes</p> <p>Being left behind on platform due to pressure of numbers on train</p>	All group members,	<ul style="list-style-type: none"> • Whilst boarding, leaders will ensure that group remains in orderly line well back from edge of platform until the train is stationary and the doors are open • Young people to be briefed about waiting well back from platform edge • Staff to be appropriately positioned on platform for effective supervision of the group • Only staff will be allowed to open the train doors to either board or leave the train, and the young people will be briefed accordingly • Staff will ensure that boarding and leaving the train is carefully supervised and carried out in an orderly manner • Staff will be the first and last to enter when boarding, and the first and last to exit when leaving • Staff will have a prepared contingency plan if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers • Staff will be available to assist with the lifting of luggage onto/off the train • Seats will be booked in advance, and wherever possible, in a single block within the same carriage • A staff member will always remain with each group if the party becomes separated
<p>Falls if train suddenly stops or slows</p> <p>Falls from train, out of train doors</p> <p>Leaning out of windows as train passes another train or bridge etc.</p> <p>Hit by luggage falling from rack above</p>	All group members,	<ul style="list-style-type: none"> • All group members will be briefed to stay seated, wherever possible, during the journey • Staff will sit at separate locations amongst group to maintain good order and sensible behaviour • Staff will be positioned at each end of group to give permission/be aware when individuals leave the group to go to the toilet or buffet • Young people will be given particular instructions not to lean out of windows or to open or touch any exterior doors • If a major emergency occurs that requires the train to stop, a staff member will notify the guard or pull the emergency lever/alarm, if considered necessary • Staff will check that all luggage is stored securely, and that heavy items are placed, wherever possible, on low racks at end of carriage • Young people will be instructed to remain in their seats whilst train is visiting stations
Confrontation with a member of public		<ul style="list-style-type: none"> • Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, buffet etc.

23. Additional considerations for all visits

a. Indirect/remote supervision

(Includes field work, souvenir shopping, theme parks, historic sites etc)

Hazard/Risk	Who?	Standard control measures
Environment / Location	Group members	<ul style="list-style-type: none"> Check location as suitable for this mode of supervision Appropriate and effective communications system is in place. Young people to be aware of starting point and end point / destination details as a bare minimum knowledge of the activity being undertaken.
Poor decision making and leadership	Group members	<ul style="list-style-type: none"> Previous experience of managing remote supervision situations Preliminary visit of site by staff responsible for supervision Plan supervision arrangements before visit and brief staff and young people and ensure they fully understand their responsibilities Young people will be assessed as competent (any individual for whom indirect supervision is not considered suitable will be directly supervised) Young people to be briefed as to required behaviour – Code of Conduct Staff and participants to have mobile 'phones and/or "walkie-talkie" short wave radios
Becoming lost or confrontation with member of public	Group members	<ul style="list-style-type: none"> Warn of 'stranger danger' Ensure no name badges are worn Clear guidelines/ code of conduct and emergency procedures set and understood. If appropriate, Issue 'emergency cards', briefing young people on what to do if they get separated (some information could be in the language of the country being visited) and maps could be issued Establish well defined boundaries Some staff to permanently patrol the 'area' A central meeting point to be permanently staffed Young people to attend a central meeting point at regular intervals Rendezvous points and times set, pupils know how to contact staff – have mobile contact nos.
Special needs and behaviour	Group members	<ul style="list-style-type: none"> Group members assessed as competent and are appropriately briefed -any individual for whom indirect supervision is not suitable will be directly supervised Additional supervision to be arranged if required

b. Special needs

Hazard/Risk	Who?	Standard control measures
Injury or illness	Group members	<ul style="list-style-type: none">• Individual risk assessments carried out• Young people's medication available if required• Visit leader will carry information regarding medical conditions and relevant medication carried• Young people will be briefed / assisted to eat and drink sensibly
Access issues	Group members	<ul style="list-style-type: none">• The programme / itinerary will be arranged with due regard to the mobility and special needs of all members of the group• Particular care will be given to access and inclusion issues e.g. for wheelchair users• Additional staffing to be arranged if required

Appendix C

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - All visits (including residential trips) which take place during the holidays or a weekend
 - Adventure activities at any time
 - Off-site sporting fixtures outside the school day,
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

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

Signed.....

Date.....

Appendix D

Parental and Medical Consent Form

Attached to this form is information relating to an off-site activity. If you wish your child to join in the activity please complete, sign and return this form.

Participant's name:	Date of Birth:	
NHS number:	Date of last tetanus injection:	
Home address:		
Telephone numbers (include code) of principal parent/carer		
Home:	Work:	Mobile:
How can you be contacted in an emergency?		
Is your child receiving medical treatment at present? If so give details:		
Please give details of any medical conditions that might affect your child's performance or safety on this activity:		
Please give your family doctor's name, address and telephone number:		
Please give any special dietary requirements:		
Please add any further relevant information:		

Statement

I acknowledge receipt of, and understand, the information regarding the proposed visit/activity

to: _____

on: _____

And consent to my child, named above, participating.

I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.

I undertake to inform the Group Leader of any changes in the fitness of my child prior to the date of departure.

I agree to staff on the activity giving permission for my child to have medical treatment that medical authorities deem necessary.

Signed: _____ **Date:** _____

Please indicate relationship to child: _____

I understand that for my and the group's safety, I will undertake to obey the rules and instructions given to me by members of staff.

Signature of participant: _____ **Date:** _____

Appendix E

Use of Private Vehicles Form

<p>Insert school name and address</p>	<p>For office use</p>
<p>Dear _____</p> <p>Use of private cars for transporting children and young persons</p> <p>Thank you for your offer of assistance with transporting children on school/centre business. As I am sure you will appreciate it is important that the use of your car in this context is made clear.</p> <p>While children or young persons are travelling in any private motor vehicle The London Borough of Hackney's liability insurance does not apply. Therefore, in the event of a claim being made, any costs would have to be borne by the insurance policy covering the vehicle. It is essential that you check with your vehicle's insurers that the policy is valid for these purposes, which may be construed as a form of business use, as most insurances are for "social, domestic and pleasure use".</p> <p>In addition to the insurance requirement, road tax, MOT certificate and a full driving licence must be valid when transporting children and young people and seat belts must be fitted and worn at all times. It is the driver's responsibility to comply with current legislation on booster seats.</p> <p>I would be grateful if you would countersign and return this form indicating that you have read and understood the above. When returning the form would you please bring the originals of your insurance certificate, MOT certificate (where appropriate) and driving licence.</p> <p>This form will be kept on file so that we do not need to repeat the exercise on future occasions but the form will be reviewed annually.</p> <p>Once again, many thanks for your offer of assistance,</p> <p>Yours sincerely</p> <p>Head teacher</p>	<p>The following documentation has been seen:</p> <p>Driving licence</p> <div data-bbox="1203 707 1398 875" style="border: 1px solid black; padding: 2px;"> <p>Number: _____</p> <p>Expires on: _____</p> </div> <p>MOT certificate</p> <div data-bbox="1203 981 1398 1149" style="border: 1px solid black; padding: 2px;"> <p>Number: _____</p> <p>Expires on: _____</p> </div> <p>Insurance certificate</p> <div data-bbox="1203 1245 1398 1413" style="border: 1px solid black; padding: 2px;"> <p>Type: _____</p> <p>Expires on: _____</p> </div> <p>Tax disc</p> <div data-bbox="1203 1485 1398 1581" style="border: 1px solid black; padding: 2px;"> <p>Expires on: _____</p> </div>
<p>I have read and understood the information and instructions contained in the above and have verified with my insurers that I am insured to transport children in my vehicle on school/centre activities.</p> <p>I undertake to inform the school/centre of any change in circumstances that might prohibit my transporting children or young persons.</p> <p>Signed: _____ Date: _____</p> <p>Name: _____ (please print)</p>	<p>Checked by:</p> <p>Name: _____</p> <p>Position: _____</p> <p>Date: _____</p>

Appendix F

Example of Code of Conduct

It is essential that everyone agrees to these simple rules to ensure a safe and enjoyable visit

- Obey all instructions or requests quickly and without question
- Listen carefully to all instructions given, e.g. meeting points and times. Take notes where necessary
- Be punctual at all times
- Never leave the centre/hotel/your group without permission from staff
- Remain with your group/buddy at all times when you are away from the centre/hotel
- Treat everyone you meet during the visit with courtesy and consideration, especially in busy or crowded situations
- Take every opportunity to practise your communication skills (listening, speaking, reading and writing)
- Keep your belongings safe and bedrooms tidy at all times. There will be regular room inspections
- Wear seatbelts at all times on any coach.
- Keep the coach clean and tidy
- Do not bring or buy chewing gum
- Keep a diary of daily events, including drawings, tickets etc. (any photographs taken during the visit can be added to this pictorial record later on)
- Go to bed and try to sleep at the agreed times. With a busy schedule it is essential that everyone, including staff, get their rest
- Smoking and the drinking of alcohol are not allowed at any time

USE COMMON SENSE AND LOOK OUT FOR EACH OTHER AT ALL TIMES

I, _____ (Young person's name)

Agree to follow the above rules during the visit.

Signed: _____ (Young person's signature)