



# **EDUCATIONAL VISITS POLICY**

**The Robert Napier School**

**Reviewed & Updated September 2018**

**To be ratified**



**THE ROBERT NAPIER SCHOOL**  
**EDUCATIONAL VISITS POLICY**

**REVIEW PROCEDURES**

The Educational Visits Policy for The Robert Napier School is to be reviewed annually by the Headteacher with notification being given to the Local Governing Body on the results of the review.

Any amendments required to be made to the policy as a result of a review will be presented to the Local Governing Body for acceptance.

**STATEMENT OF POLICY**

**SECTION 1**

This Educational Visits Policy relates solely for use by The Robert Napier School.

It supplements the guidance published by the Department for Education (DfE) and the Health and Safety Executive (HSE) in June 2011, which the school has formally adopted, through the Local Governing Body. Links to these documents are given below.

<http://media.education.gov.uk/assets/files/pdf/d/departamental%20advice%20on%20health%20and%20safet%20for%20schools.pdf>

<http://www.hse.gov.uk/services/education/school-trips.pdf>(copy enclosed)

Further school procedures have been agreed with the Local Governing Body to ensure that this policy is adhered to.

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

The Local Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular nearby visits (libraries, shops, parks, place of worship)
- Day visits for particular year groups (Museums, Geography trips, Universities)
- Residential Visits
- Overseas visits
- Adventure Activities, which may be classed as higher risk.

Signed Chair, Local Governing Body..... Date: .....

Signed Headteacher..... Date: .....

## **SECTION 2 - ARRANGEMENTS**

### **2.1 Aims and purposes of Educational Visits**

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all students, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of students, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Teachers plan educational visits and activities that support the children's learning.

### **2.2 Approval Procedure and Consent**

The Headteacher is the Educational Visits Co-ordinator (EVC). The Local Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the EVC and has nominated a member of the Local Governing Body as signatory on behalf of the Local Governing Body.

Before a visit is advertised to parents the Headteacher, as the EVC, must approve the initial plan and an **Application form for the Approval of Educational Visits and Journeys SV1 (see Appendix 1)** must be completed. A member of the teaching staff is then responsible for organising the trip and will be responsible for completing the plan and risk assessments for the visit at a later date. The arrangements are then approved by the Headteacher.

An exploratory visit should be made to the planned venue. If this is not practicable, alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments. There are checklists which should be completed by the teacher responsible for the trip that cover all types of trips undertaken by the school. The relevant form should be completed prior to the trip taking place.

***Copies of the checklists (SV3, SV4 & SV5) are available in Appendix 2.***

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the students. All payments for the visit will be made through the school fund (i.e. the Finance office).

Parents will be asked to sign and return a consent form to allow their child to attend the outing. They will also be given the timetable for the activities that students are involved in and will be informed if an activity has to be cancelled.

Parents will be fully informed of the activities and arrangements for each visit and, for all residential visits, they will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

## 2.3 Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

The EVC, the trip organiser and group leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that all volunteer adults assisting with educational activities and visits, have a valid DBS.

The appointed Organiser / Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## 2.4 Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Organiser / Group Leader will leave full details of all students and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate, by completing the **Group Trip List form SV6 (see Appendix 3)**

All incidents and accidents occurring on a visit will be reported back through the school reporting systems.

The school will have emergency funding available to support the Group Leader in an emergency.

## 2.5 Evaluation

All visits will be evaluated by the Organiser / Group Leader with the EVC. A termly summary of all visits will be made to the Local Governing Body.

The EVC will ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit.

The Organiser / Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the school financial procedures. Completion of **School Trips Budget Form SV2** is required where applicable prior to the trip taking place (**Appendix 4**)

## **SECTION 3 - ARRANGEMENTS**

### 3.1 Guidance for Organisers / Group Leaders.

Organiser / Group leaders should be selected by the Headteacher and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

The Organiser / Group Leader must ensure that:

- The school policies and guidelines are followed.
- All required paperwork is submitted to the Headteacher and EVC for approval before the visit goes ahead.
- All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
- They are suitably competent to instruct/supervise students in any planned activity.
- They are familiar with the visit location and centre.
- They understand child protection and safeguarding issues.
- They allow sufficient time to undertake the planning and organisation of the trip.
- They undertake and complete a comprehensive risk assessment.
- They adequately brief colleagues, parents and students.
- They obtain sufficient information about the students to assess their suitability for the visit and the planned activities.
- That they ensure all accompanying staff are briefed on students' medical and special educational needs.
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
- They have sufficient competence and confidence to assess risks throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
- They have adequate emergency procedures in place that are known to all relevant parties.

### 3.2 Accompanying Staff and Volunteers must:

- Follow the instructions of the Organiser / Group Leader
- Help to maintain control and discipline
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
- Inform the group leader if concerned about the health and safety of students during the visit.

### 3.3 Supervision

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Organisers / Group leaders will also need to consider the needs of students with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be taken into account.

The DfE and Ofsted make the recommendations on ratios which should be adhered to:

- **1 adult for every 15-20 pupils in school year 7 onwards.**

The group must be led by a teacher.

Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS (previously CRB) checked.

### 3.4 Risk Assessment

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit.

The risk assessment should identify the following:

- 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?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

***A copy of the 10 key points the HSE recommends considering is listed in Appendix 5***

If any adventure activities are to be undertaken the school must check that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

A copy should also be given to the Headteacher and the EVC responsible for approving the visit

Risk assessment is not a one off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. Checklists exist to enable the teacher, leading the trip, to carry out thorough risk assessments.

**Copies of the checklists (SV7, SV8, SV9, SV10 & SV11) are available in Appendix 6**

### **3.5 Transport**

When hiring buses and coaches it is essential that the company is reputable and the school identifies those operators who are able to provide vehicles and drivers to a minimum standard at all times. Previous experience of dealing with school parties should be considered.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for school trips.

#### **3.5a Minibuses**

The Academy policy is that all Drivers of school minibuses must hold a D1 License (those who obtained a license before January 1997 will have one). All those who do not have a D1 license will be required to complete a D1 license test.

All drivers are required to complete a MIDAS or equivalent minibus driving training course (usually one day) before being permitted to drive.

Driver fatigue or distraction has been highlighted as a factor in recent minibus incidents nationally.

For journeys not exceeding 1 hour, a single teacher/driver **may** be considered adequate, subject to the nature of the group and the driver's ability and confidence to manage that group. For journeys involving between 1 hour and 4 hours driving, a second responsible adult should be present to supervise the group.

For journeys involving over 4 hours of driving, the second adult should be a suitably qualified minibus driver. For journeys involving over 4 hours, at least one of the drivers should have had a rest period of at least one hour prior to the start of the journey. Further regular rest periods must be taken – a 15 minute break every 2 hours is recommended.

Drivers must not drive if unwell or if on medication or receiving medical treatment which advise against driving.

Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.

Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

The use of a trailer greatly increases the maximum laden weight and is **essential** when transporting a full load of older students plus luggage.

## **LIABILITY FOR DRIVING AN OVERLADEN VEHICLE RESTS WITH THE DRIVER**

### **3.5b – Other vehicles**

If parents or teachers private vehicles are used the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Group Leader. All cars must be fitted with suitable child restraints including booster seats where required by law. Parents must provide specific permission for their child to be transported in a private vehicle.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

### **3.6 First Aid and Medical Needs**

It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for children with medical needs e.g. use of epipen.

A travel first aid kit should be carried and also details of any children with medical needs.

### **3.7 Insurance**

It is recommended that schools take out specific school travel insurance. Parents can be asked to contribute to this.

## **SECTION 4 EMERGENCY PROCEDURES**

### **4.1 Introduction**

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the Organiser / Group Leader. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

### **4.2 Recommended Procedures:**

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured child/children to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- Control access to phones until contact is made with the head teacher, emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved;

### **4.3 Give full details of the incident to the Headteacher or designated contact:**

- Name;
- Nature, date and time of incident;
- Location of incident;
- Details of injuries;
- Names and telephone numbers of those involved;
- Action taken so far;
- Telephone number for further contact.

#### 4.4 Serious Incidents

For serious incidents where the media may be involved, try to identify alternative telephone numbers at “home” and “off-site base” as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

The headteacher or designated senior staff member should alert the Head of their Local Governing Body, giving details as above. He/she may identify further actions or help required. Alternative and additional phone lines may need to be identified at an early stage.

The head teacher or designated senior staff member should arrange to contact parents/carers of those involved. For a serious incident the headteacher or designated senior staff member should contact parents of all party members. It is also his/her responsibility to act as a link between the group involved, the Chair of the Local Governing Body or management committee, and parents.

If it is necessary to talk to the media, the Headteacher or the Head of the Local Governing Body should do this initially. An appropriate person should then be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and Insurers. The Health and Safety Executive and the Local Governing Body should be informed as appropriate.

The following are the 10 key points the HSE says should be considered when preparing a risk assessment for a school visit.

1. What are the main objectives of the visit?

2. What is "Plan B" if the main objectives can't be achieved?

3. What could go wrong? Does the risk assessment cover:

- The main activity
- "Plan B"
- Travel arrangements
- Emergency procedures
- Staff numbers, gender and skill mixes
- Generic and site-specific hazards and risks (including for Plan B)
- Variable hazards (including environmental and participants' personal abilities and the 'cut off' points).

4. What information will be provided for parents?

5. What consents will be sought?

6. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
7. What assurances are there of the leader(s) competencies?
8. What are the communication arrangements?
9. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
10. What are the arrangements for monitoring and reviewing the visit? Further Appendices to be added

1. Adult Volunteers Agreement
2. Risk Assessment Record
3. Local procedures for collection of money, ordering lunches etc.
4. Evaluation form
5. Risk Assessment pro forma

*Please complete this form along with **SV2** and return to the Educational Visits Coordinator (EVC) for approval. **Please attach a proposed itinerary and letter to parents. This form should be completed a minimum of 3 weeks before the visit and at least 2 terms for overnight, foreign or hazardous visits. If these time frames are not kept to, trips may not be allowed to go ahead!***

**Purpose of Visit: Please state clear learning objectives and briefly explain how this links to the SOW. (If there are no clear links between trips/events and SOW then these trips are unlikely to be sanctioned in school time).**

Place(s) to be visited: \_\_\_\_\_

Dates and Times:

Leaving: \_\_\_\_\_ Returning: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_ Deputy Group Leader (if applicable) \_\_\_\_\_

Names of other staff/Adults involved: \_\_\_\_\_

***Please speak to the EVC regarding staff you wish to take on your trip and to discuss an appropriate named deputy leader, before you approach other staff members.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transport Arrangements: \_\_\_\_\_

*(If you are using coaches to transport students you must inform the caretaker so that a parking area can be cordoned off at the front of the school. If you are leaving early or arriving late you should arrange to meet the students at the Ice Bowl and not at school. If you are using the school minibus, you must have a qualified driver and book the minibus via the Assistant Bursar's office).*

Proposed Cost: \_\_\_\_\_

Name of Organising Company/Agency/Coach \_\_\_\_\_

**Proposed size and composition of group:**

Total Number: \_\_\_\_\_ Year Range: \_\_\_\_\_ Adult/student ratio: \_\_\_\_\_

**Request for Approval**

Group Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature (Cover Organiser) \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature (EVC) \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature (Headteacher) \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature (Designated Board member): \_\_\_\_\_ Date: \_\_\_\_\_

**Robert Napier School (SV3)**  
**Visits and Journeys Checklist**  
**Day Trips and Journeys in UK**

*This form must be completed and left at school with the senior manager in charge of school trips and at reception, prior to departure.*

Visit to \_\_\_\_\_ Date: \_\_\_\_\_

Member of staff organising visit \_\_\_\_\_

Name of Coach/travel Company \_\_\_\_\_ Contact number \_\_\_\_\_

Visit approved by head teacher/Local Governing Body	<b>Yes/No</b>	Have suitable arrangements been made for students not going on the trip?	<b>Yes/No</b>
Visits & journeys coordinator approved visit	<b>Yes/No</b>	Has the proposed itinerary been left at school?	<b>Yes/No</b>
Person in charge of cover notified	<b>Yes/No</b>	Have you left details of the route you shall be taking?	<b>Yes/No</b>
Have you arranged to leave a copy of all documentation with the EVC & the school office?	<b>Yes/No</b>	Have you ordered/collected first aid boxes from the school office?	<b>Yes/No</b>
List of student names attached	<b>Yes/No</b>	Have the staff and coach company shared mobile numbers?	<b>Yes/No</b>
Have students' medical needs been identified?	<b>Yes/No</b>	Have you completed a risk assessment and a contingency plan?	<b>Yes/No</b>
Have students' emergency contact numbers/ consent forms been collected?	<b>Yes/No</b>	I have read and followed the School Policy on Visits and journeys and followed regulations	<b>Yes/No</b>
Canteen notified of numbers and packed lunches ordered for free school meals (if applicable)	<b>Yes/No</b>	Have you left details of the return time with the school office?	<b>Yes/No</b>
Will student/adult ratios be in accordance with school policy?	<b>Yes/No</b>	Are the qualifications of adults appropriate for the kind of activities being undertaken?	<b>Yes/No</b>
Has the responsibility for First Aid been delegated?	<b>Yes/No</b>	To the best of your knowledge, is the coach company recommended, reputable and reliable with a good safety record?	<b>Yes/No</b>
Will the requirements of students with SEN be appropriately met?	<b>Yes/No</b>	Have arrangements been made for a briefing on action to be taken in the event of any emergency?	<b>Yes/No</b>
Have you made adequate arrangements for coach parking and pick up points?	<b>Yes/No</b>	Have you put together a 'contact tree' to be used if your return time changes?	<b>Yes/No</b>
Do you have a contingency fund?	<b>Yes/No</b>	Does every member of staff on the trip have a copy of all paperwork?	<b>Yes/No</b>

I certify that the above checks have been carried out and that I have completed the appropriate risk assessment for this trip

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

I conclude that, to the best of my knowledge, the above statements are correct

Form SV4

**Have you forwarded all invoices for this trip to the Finance Officer: Mrs A Everett?**

**Robert Napier School**  
**Visits and Journeys Checklist**  
**Residential Visits at Home and Abroad**

*This form must be completed and left at school with the senior manager in charge of school trips and at reception, prior to departure.*

Visit to \_\_\_\_\_ Date: \_\_\_\_\_

Member of staff organising visit \_\_\_\_\_

Name of Coach/travel Company \_\_\_\_\_ contact number \_\_\_\_\_

Visit approved by head teacher/Local Governing Body	<b>Yes/No</b>	Have suitable arrangements been made for students not going on the trip?	<b>Yes/No</b>
EVC approved visit	<b>Yes/No</b>	Has the proposed itinerary been left at school?	<b>Yes/No</b>
Person in charge of cover notified	<b>Yes/No</b>	Have you left details of the route you shall be taking?	<b>Yes/No</b>
Have you arranged to leave a copy of all documentation with the EVC & the school office?	<b>Yes/No</b>	Have you ordered/collected first aid boxes from the school office?	<b>Yes/No</b>
List of student names attached	<b>Yes/No</b>	Have the staff and coach company shared mobile numbers?	<b>Yes/No</b>
Have students' medical needs been identified	<b>Yes/No</b>	Have you completed a risk assessment?	<b>Yes/No</b>
Have students' emergency contact numbers/ consent forms been collected?	<b>Yes/No</b>	I have read and followed the School Policy on Visits and journeys and followed regulations	<b>Yes/No</b>
Canteen notified of numbers and packed lunches ordered for free school meals (if applicable)	<b>Yes/No</b>	Have you left details of the return time with the school office?	<b>Yes/No</b>
Will student/adult ratios be in accordance with school policy?	<b>Yes/No</b>	Are the qualifications of adults appropriate for the kind of activities being undertaken?	<b>Yes/No</b>
Has the responsibility for First Aid been delegated?	<b>Yes/No</b>	To the best of your knowledge, is the coach company recommended, reputable and reliable with a good safety record?	<b>Yes/No</b>
Will the requirements of students with SEN be appropriately met?	<b>Yes/No</b>	Have arrangements been made for a briefing on action to be taken in the event of any emergency?	<b>Yes/No</b>
Letter and itinerary sent to parents	<b>Yes/No</b>	Passports checked and collected (these should be stored in the school safe)	<b>Yes/No</b>
Information regarding students dietary requirements collected	<b>Yes/No</b>	European Health Insurance cards checked and collected	<b>Yes/No</b>
Telephone tree organised with names of staff initiating the system	<b>Yes/No</b>	Emergency procedures explained to staff and students.	<b>Yes/No</b>
Have you carried out an exploratory visit?	<b>Yes/No</b>	Have you obtained a risk assessment from the residence/venue & company?	<b>Yes/No</b>
Have you completed forms from the British Consulate for students with non British passports/applied for visas?	<b>Yes/No</b>	Have you arrangements in place for sending students home early if required?	<b>Yes/No</b>
Have you checked that you have adequate insurance?	<b>Yes/No</b>	Have the parents been given an emergency contact number should they need to contact their child?	<b>Yes/No</b>

Have you got photographs of the students attending the trip?	<b>Yes/No</b>	Have you recorded passport numbers in case of lost passport?	<b>Yes/No</b>
Have you obtained consent from Social services for any child subject to a care order or in foster care?	<b>Yes/No</b>	Have you got a contingency fund or visa card?	<b>Yes/No</b>
Have you passed on any invoices for this trip to the Assistant Bursar: Mrs A Everett?	<b>Yes/No</b>		
Have you left the following at school, with the school office and the Educational Visits Coordinator? <ul style="list-style-type: none"> <li>• Contact phone number and address of the residence</li> <li>• A list of group members and their details</li> <li>• Copies of parental consent forms</li> <li>• Copies of travel documents, insurance documents &amp; medical papers</li> <li>• A copy of the contract with the tour company /hotel etc</li> </ul>			<b>Yes/No</b>

I certify that the above checks have been carried out and that I have completed the appropriate risk assessment for this trip

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

I conclude that, to the best of my knowledge, the above statements are correct.

**Have you forwarded all invoices for this trip to the Finance Office**

**Robert Napier School (SV5)  
Visits and Journeys Checklist  
Day Visits Abroad**

*This form must be completed and left at school with the senior manager in charge of school trips and at reception, prior to departure.*

Visit to \_\_\_\_\_ Date: \_\_\_\_\_

Member of staff organising visit \_\_\_\_\_

Name of Coach/travel Company \_\_\_\_\_ Contact number \_\_\_\_\_

Visit approved by head teacher/Local Governing Body?	<b>Yes/No</b>	Have suitable arrangements been made for students not going on the trip?	<b>Yes/No</b>
EVC approved visit?	<b>Yes/No</b>	Has the proposed itinerary been left at school?	<b>Yes/No</b>
Person in charge of cover notified?	<b>Yes/No</b>	Have you left details of the route you shall be taking?	<b>Yes/No</b>
Have you arranged to leave a copy of all documentation with the EVC & the school office?	<b>Yes/No</b>	Have you ordered/collected first aid boxes from the school office?	<b>Yes/No</b>
List of student names attached?	<b>Yes/No</b>	Have the staff and coach company shared mobile numbers?	<b>Yes/No</b>
Have students' medical needs been identified & recorded?	<b>Yes/No</b>	Have you completed a risk assessment?	<b>Yes/No</b>
Have students' emergency contact numbers/ consent forms been collected?	<b>Yes/No</b>	I have read and followed the School Policy on Visits and journeys and followed regulations	<b>Yes/No</b>
Canteen notified of numbers and packed lunches ordered for free school meals? (if applicable)	<b>Yes/No</b>	Have you left details of the return time with the school office?	<b>Yes/No</b>
Will student/adult ratios be in accordance with school policy?	<b>Yes/No</b>	Are the qualifications of adults appropriate for the kind of activities being undertaken?	<b>Yes/No</b>
Has the responsibility for First Aid been delegated?	<b>Yes/No</b>	To the best of your knowledge, is the coach company recommended, reputable and reliable with a good safety record?	<b>Yes/No</b>
Will the requirements of students with SEN be appropriately met?	<b>Yes/No</b>	Have arrangements been made for a briefing on action to be taken in the event of any emergency?	<b>Yes/No</b>
Letter and itinerary sent to parents?	<b>Yes/No</b>	Passports checked and collected? (these should be stored in school safe)	<b>Yes/No</b>
Have you got a contingency fund or visa card?	<b>Yes/No</b>	European Health Insurance cards checked and collected	<b>Yes/No</b>
Telephone tree organised with names of staff initiating the system?	<b>Yes/No</b>	Emergency procedures explained to staff and students?	<b>Yes/No</b>
Have you carried out an exploratory visit?	<b>Yes/No</b>	Have you completed forms from the British Consulate for students with non British passports/applied for visas?	<b>Yes/No</b>
Have you checked that you have adequate insurance?	<b>Yes/No</b>	Have the parents been given and emergency contact number should they need to contact their child?	<b>Yes/No</b>

Have you got photographs of the students attending the trip?	<b>Yes/No</b>	Have you recorded passport numbers in case of lost passport?	<b>Yes/No</b>
Have you forwarded all invoices to Mrs A Everett (Asst Bursar)?	<b>Yes/No</b>		<b>Yes/No</b>
Have you left the following at school, with the school office and the Educational Visits Coordinator? <ul style="list-style-type: none"> <li>• Contact phone number</li> <li>• A list of group members and their details</li> <li>• Copies of parental consent forms</li> <li>• Copies of travel documents, insurance documents &amp; medical papers</li> <li>• A copy of the contract with the travel company</li> </ul>			<b>Yes/No</b> <b>Yes/No</b> <b>Yes/No</b> <b>Yes/No</b> <b>Yes/No</b>

I certify that the above checks have been carried out and that I have completed the appropriate risk assessment for this trip

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

I conclude that, to the best of my knowledge, the above statements are correct.



**Robert Napier School  
School Trips Budget Form**

*This form must be completed as soon as form SV1 has been approved*

**Visit to:** \_\_\_\_\_ **Inclusive Date:** \_\_\_\_\_

**Trip Leader:** \_\_\_\_\_ **Deputy Leader** \_\_\_\_\_

*Please complete a budget breakdown on this form*

**Transport costs:** \_\_\_\_\_ **Accommodation costs:** \_\_\_\_\_

**Entrance fees;** \_\_\_\_\_ **Food:** \_\_\_\_\_

**Equipment hire:** \_\_\_\_\_ **Contingencies/float:** \_\_\_\_\_

**Insurance:** \_\_\_\_\_ **Other (please specify)** \_\_\_\_\_

\_\_\_\_\_

**(A) TOTAL BUDGET:** \_\_\_\_\_

**(B) NUMBER OF STUDENTS:** \_\_\_\_\_

**COST TO STUDENTS:** \_\_\_\_\_

**COST TO STAFF:** \_\_\_\_\_

**Please return this form to the School Trips Coordinator with form SV1 before any financial commitment is made.**

## The Robert Napier School

### Trip, Activity, Event Advice Form

*(Please complete form in full with authorised signatures, and pass to Finance Department to check financial viability before letters are issued to students no less than 2 weeks before the date of the event for UK or 6 months for overseas trips)*

<b>Type of Event</b> (e.g. Sport/Day trip/ Residential/Music etc.)			
<b>Title of Trip/Event:</b>			
<b>Date(s) of Event</b>		<b>To:</b>	
<b>From:</b>			
<b>Name of Organiser:</b>		<b>Extn No:</b>	
<b>Year Group/Class:</b>			
<b>Type of Transport e.g. Coach/Minibus</b>		<b>Travel Provider (If Applicable):</b>	
<b>Individual Entry Fee:</b>		<b>Car Parking Fee:</b>	
<b>Any Other Fees:</b>			
<b>Total Overall Trip Cost:</b>		<b>Charge per student:</b>	
<b>Costing checked by Finance Dept:</b> .....			
<b>Max No. of students:</b>		<b>Petty Cash Amnt (if Required):</b>	£
<b>Trip Notes:</b>			

Signature of Organiser.....Business Manager.....

# School trips and outdoor learning activities

## Tackling the health and safety myths

### Introduction

1 School trips have clear benefits for pupils, and large numbers of successful visits and outdoor learning activities take place each year.

2 Misunderstandings about the application of health and safety law may, in some cases, discourage schools and teachers from organising such trips. These misunderstandings stem from a wide range of issues but may include frustrations about paperwork, fears of prosecution if the trip goes wrong, and the belief that a teacher will be sued if a child is injured.

3 This statement gives clear messages to tackle the myths about bureaucracy and prosecution. However, HSE has no influence on the levels and types of civil claims for compensation that may be made against schools or individual teachers.

4 HSE fully supports schools arranging a wide range of out-of-school activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities. HSE wants to make sure that mistaken and unfounded health and safety concerns do not create obstacles that prevent these from happening.

5 This statement provides managers and staff in local authorities and schools\* with a clear picture of HSE's perspective on these issues. HSE wants to encourage all schools and local authorities to remove wasteful bureaucracy imposed on those organising trips and activities – so that focus is on how the real risks<sup>†</sup> are managed and not on the paperwork. Our primary interest is in real risks arising from serious breaches of the law, and any investigations are targeted at these issues.

## Recognising the benefit of learning away from the school

**Key message:** *'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.'*

6 HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.

\* Overall responsibility for health and safety lies with the employer. Who the employer is will depend on the category of school

([www.hse.gov.uk/services/education/fags.htm](http://www.hse.gov.uk/services/education/fags.htm)).<sup>†</sup> The Courts have made clear that when health and safety law refers to risks, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable (R v Chagot (2009) 2 All ER 660 [27]).

7 Striking the right balance means that:

- schools and staff focus on real risks when planning trips;
- those running trips understand their roles, are supported, and are competent to lead or take part in them;
- the real risks are managed during the trip; and
- learning opportunities are experienced to the full.

8 Striking the right balance does not mean that:

- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips;
- mistakes and accidents will not happen; and
- all risks must be eliminated.

## What staff should expect from their schools

**Key message: 'Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.'**

9 Schools need to ensure that the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use. They should also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.

10 The school's arrangements for trips should ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

## What the school, pupils and parents should expect from staff

**Key message: 'Those running school trips need to focus on the risks and the benefits to people – not the paperwork.'**

11 Staff running school trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

12 It is important that those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

# If things go wrong

**Key message: ‘Accidents and mistakes may happen on school trips – but fear of prosecution has been blown out of all proportion.’**

13 HSE works with the police\* and others following fatal accidents. If an incident on a school trip leads to the death or serious injury of a pupil, HSE will normally investigate. Most serious accidents on school trips involve underlying management failures and HSE always looks for these underlying causes – see our Enforcement Policy Statement ([www.hse.gov.uk/enforce/enforcepolicy.htm](http://www.hse.gov.uk/enforce/enforcepolicy.htm)). HSE does not investigate incidents in response to civil claims.

14 HSE has brought prosecutions† in rare cases where there was evidence of recklessness or a clear failure to follow sensible precautions. However, it is important that schools and their staff do not interpret this as meaning that to avoid prosecution by HSE they must eliminate even the most trivial risks. Schools and their staff are expected to deal with risk responsibly and sensibly. If things do go wrong during a trip, provided sensible and proportionate steps have been taken, it is highly unlikely that there would be any breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.

## Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This document can be found online at: [www.hse.gov.uk/services/education/school-trips.pdf](http://www.hse.gov.uk/services/education/school-trips.pdf).

---

\* The Work-Related Deaths Protocols describe the arrangements for liaison between HSE, police forces (including British Transport Police), local authorities, the Office of Rail Regulation (ORR), the Crown Prosecution Service (CPS), and the Crown Office and Procurator Fiscal Service (COPFS) following work-related deaths ([www.hse.gov.uk/pubns/misc491.pdf](http://www.hse.gov.uk/pubns/misc491.pdf) and [www.hse.gov.uk/scotland/workreldeaths.pdf](http://www.hse.gov.uk/scotland/workreldeaths.pdf)).

† In Scotland, the Crown Office and Procurator Fiscal Service (COPFS) investigates all sudden and unexpected deaths, with the police and HSE working in partnership under the Work-Related Deaths Protocol Scotland. HSE does not conduct prosecutions in Scotland - HSE reports offences to the Procurator Fiscal and it is for COPFS to make the decision as to whether or not to prosecute. Where reference is made to 'prosecution' then, for Scotland, this should be taken to mean 'recommend' prosecution.



**Robert Napier School Visits and Journeys  
Risk Assessment  
Day Trips in UK**

<b>Identified Risks/Hazards</b>	<b><u>Risk</u></b>	<b>Control Measures</b>
---------------------------------	--------------------	-------------------------

<b>Coach Travel</b>		
1. Condition of coach	<u>H</u>	<ul style="list-style-type: none"> <li>▪ Coaches regularly inspected</li> <li>▪ School in receipt of coach company risk assessment</li> <li>▪ Party Leader to have phone numbers of coach company</li> <li>▪ Coach staff practiced and competent with accident/emergency procedures</li> <li>▪ All coach operators carry the legal documentation to operate as a coach company</li> <li>▪ Experienced Drivers</li> <li>▪ Policy regarding drivers and rest stops</li> </ul>
2. Driver competence	<u>H</u>	
3. Road traffic incident	<u>M</u>	<ul style="list-style-type: none"> <li>▪ Emergency procedures explained to staff and students</li> <li>▪ Consider immediate safety of passengers</li> <li>▪ Any injured person to receive immediate medical attention</li> <li>▪ Party/ Deputy leader to establish state of emergency as soon as possible</li> <li>▪ Establish communication with school and parents concerned</li> </ul>
4. Breakdown contingency	<u>M</u>	
5. Comfort stops	<u>M</u>	<ul style="list-style-type: none"> <li>▪ Consider communication between group</li> <li>▪ Students to stay in small groups for safety</li> <li>▪ Head count checks before departure</li> <li>▪ All students to be seated in belts, teachers to remind and check students regularly</li> <li>▪ Absolutely no sleeping in aisles or on floor</li> <li>▪ First Aid Kit and fire extinguisher on coach</li> <li>▪ Bucket, bags, wet wipes and sickness remedies</li> </ul>
6. Seat belt checks	<u>H</u>	
7. Safety equipment	<u>M</u>	<ul style="list-style-type: none"> <li>▪ Staff and accompanying adults situated throughout the vehicle</li> <li>▪ Staff allocated responsibility for specific group of students</li> <li>▪ Only one student per allocated seat</li> </ul>
8. Travel sickness	<u>L</u>	
9. Supervision strategy	<u>M</u>	<ul style="list-style-type: none"> <li>▪ Staff first to disembark in order to supervise students</li> <li>▪ Students reminded of traffic direction</li> <li>▪ Coach doors may not open on curb side, extra care taken for loading and disembarking and possible detours may be necessary to ensure safety</li> </ul>
10. Overloading	<u>M</u>	
11. Boarding and disembarking	<u>M</u>	<ul style="list-style-type: none"> <li>▪ No luggage in aisles</li> </ul>
12 Luggage	<u>M</u>	
<b>Student Behaviour</b>		
13. Possible injury	L	<ul style="list-style-type: none"> <li>▪ Code of conduct/expectations made clear to students</li> <li>▪ Staff to act as role models for students</li> <li>▪ Staff briefed on how to deal with misbehaviour</li> <li>▪ Potential individual student behaviour problems explained to all staff</li> </ul>
14. Offence to members of public		
15. Damage to school reputation		

<p><b>Navigation Error-Party Separation, Lost</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Staff to be encouraged to share concerns with each other and work as a team, supporting each other</li> <li>▪ Sanctions to be used for continual misbehaviour</li> <li>▪ All students given instructions of what to do if separated</li> <li>▪ All staff members to share mobile numbers</li> <li>▪ All staff briefed on procedures</li> <li>▪ During inspection visit possible safe routes and coach parking/drop off points identified</li> <li>▪ Maps given to students</li> <li>▪ Contingency plans agreed in case of separation</li> <li>▪ Party Leader to carry school mobile so students can contact her/him if they get separated</li> <li>▪ Safe supervision by party leaders</li> <li>▪ Students to be made aware of safe practice in seeking help i.e. approach a police officer or shop owner</li> <li>▪ Staff to be responsible for particular students</li> <li>▪ All group leaders and accompanying staff to carry trip folders with contact details of students and student photos</li> <li>▪ All staff to carry mobile phones</li> <li>▪ Students to be provided with small card with school mobile number</li> </ul>
<p><b>Accompanying Adults</b></p> <p><b>Injury/death by vehicle – major road crossing</b></p>	<p>H</p> <p>M</p>	<ul style="list-style-type: none"> <li>▪ 1 accompanying adult for every 15 – 20 students in school year 7 onwards (per DfE &amp; Ofsted recommendations)</li> <li>▪ Medical consent forms to be carried by party leader and all staff</li> <li>▪ Staff to select appropriate safest crossing points and if necessary hold up traffic to facilitate safe crossing</li> <li>▪ Close supervision of students</li> <li>▪ Staff members to remain if required with injured student: _____</li> </ul>



**Robert Napier School Visits and Journeys  
Risk Assessment  
Day Trips Abroad**

<b><u>Coach Travel</u></b>	H	
1.Condition of coach	H	<ul style="list-style-type: none"> <li>▪ Coaches regularly inspected</li> <li>▪ School in receipt of Coach Company Policy</li> <li>▪ Use of mobile phones by drivers whilst driving</li> <li>▪ Party Leader to have phone numbers of coach company</li> <li>▪ Group staff practiced and competent with accident/emergency procedures</li> <li>▪ All coach operators carry the legal documentation to operate as a coach company</li> <li>▪ Experienced Drivers</li> <li>▪ Policy regarding drivers and rest stops</li> </ul>
2.Driver competence		
3.Road traffic incident	M	<ul style="list-style-type: none"> <li>▪ Emergency procedures explained to staff and students</li> </ul>
4.Breakdown contingency	M	<ul style="list-style-type: none"> <li>▪ Consider immediate safety of passengers</li> <li>▪ Contact Tour rep and Insurance Company if necessary</li> </ul>
5.Comfort stops	M	<ul style="list-style-type: none"> <li>▪ Students to stay in small groups for safety</li> <li>▪ Head count checks before departure</li> </ul>
6.Seat belt checks	H	<ul style="list-style-type: none"> <li>▪ All students to be seated in belts, teachers to remind and check students regularly</li> <li>▪ Absolutely no sleeping in aisles or on floor</li> <li>▪ First Aid Kit and fire extinguisher on coach</li> </ul>
7.Safety equipment	M	
8.Travel sickness	L	<ul style="list-style-type: none"> <li>▪ Bucket, bags, wet wipes and sickness remedies</li> </ul>
9.Supervision strategy	M	<ul style="list-style-type: none"> <li>▪ Staff and accompanying adults situated throughout the vehicle</li> <li>▪ Staff allocated responsibility for specific group of students</li> </ul>
10.Overloading	M	<ul style="list-style-type: none"> <li>▪ Only one student per allocated seat</li> </ul>
11.Boarding and disembarking	M	<ul style="list-style-type: none"> <li>▪ Staff first to disembark in order to supervise students</li> <li>▪ Students reminded of traffic direction</li> </ul>
12.Luggage	M	<ul style="list-style-type: none"> <li>▪ Coach doors may not open on curb side, extra care taken for loading and disembarking and possible detours may be necessary to ensure safety</li> <li>▪ No luggage in aisles</li> </ul>

<p><b>Ferry Travel</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Students made aware of dangers and reminded that they are not to go out on deck without prior permission from a member of staff and without being accompanied by a member of staff</li> <li>▪ Students reminded of behaviour, expectations and water safety before disembarking</li> <li>▪ Students taken as a whole group on to upper decks and shown rendezvous point</li> <li>▪ Students told which member of staff to report to and the expected time of meeting, with each member of staff being responsible for 10 students</li> <li>▪ Students told where they can find staff on ferry</li> <li>▪ Students all reminded of coach name and deck parked on</li> <li>▪ If student misses rendezvous time they are to report to Ferry worker and ask to be taken to deck and coach</li> </ul>
<p><b>An Emergency Arises</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Follow local emergency procedures</li> <li>▪ Establish communication with school and parents concerned</li> <li>▪ Consider communication between group</li> <li>▪ Staff mobile numbers to be exchanged</li> <li>▪ Party/ Deputy leader to establish state of emergency as soon as possible</li> <li>▪ Ensure the rest of the group are safe and secure</li> <li>▪ Any injured person to receive immediate medical attention</li> </ul>
<p><b>Student Behaviour</b></p> <ol style="list-style-type: none"> <li>1. Possible injury</li> <li>2. Offence to other guests</li> <li>3. Damage to school reputation</li> </ol>	<p>L L L</p>	<ul style="list-style-type: none"> <li>▪ Code of conduct/expectations made clear to students</li> <li>▪ Students provided with booklet including behaviour code and expectations</li> <li>▪ Staff to act as role models for students</li> <li>▪ Staff briefed on how to deal with misbehaviour</li> <li>▪ Potential individual student behaviour problems explained to all staff</li> <li>▪ Staff to be encouraged to share concerns with each other and work as a team, supporting each other</li> <li>▪ Sanctions to be used for continual misbehaviour.</li> </ul>
<p><b>Accompanying Adults</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>▪ 1 accompanying adult to 10 students plus and extra member of staff to cover for accident/injury when a staff member may be required to stay</li> </ul>

<p><b>Injury/death by vehicle – major road crossing</b></p>		<ul style="list-style-type: none"> <li>▪ Medical consent forms to be carried by all party leaders</li> </ul>
---	--	--



<p><b>Visits Abroad</b></p> <ol style="list-style-type: none"> <li>1. Planning: and preparation</li> <li>2. Loss of passports and special List of travellers forms</li> <li>3. Foreign currency</li> <li>4. Mobile Phones</li> <li>5. Risk Assessment visit</li> <li>6. Briefing Meetings</li> <li>7. Insurance</li> <li>8. Staffing</li> </ol>	<p>M</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>▪ European Medical Cards collected</li> <li>▪ Travel details</li> <li>▪ Insurance documents</li> <li>▪ Consent forms</li> <li>▪ Contact numbers of parents, school contact and head teacher</li> <li>▪ Group lists and details</li> <li>▪ Coach contact number</li> <li>▪ Copied passport size photos of students</li> <li>▪ Folder with all information left in school</li> <li>▪ All passports checked for dates</li> <li>▪ Contact the British Council re visas if necessary</li> </ul> <p>Telephone: +44(0) 161 957 7000 or local council.</p> <p>Copy passports and record numbers for files in case of loss</p> <ul style="list-style-type: none"> <li>▪ List of Travellers forms for Austria, France, Germany, Italy and Swiss forms signed by Head Teacher for British Nationals</li> <li>▪ Spare currency for eventualities, parking, taxes and entries to places</li> <li>▪ Students reminded how to carry money safely</li> <li>▪ Remind students of extra costs involved in using phone abroad for both incoming and outgoing calls</li> <li>▪ Safety keeping of phones – students responsibility</li> <li>▪ Visit taken place and visits to local towns and venues explored and safe routes and meeting places established.</li> <li>▪ Meetings held with students and accompanying staff</li> <li>▪ Check school insurance covers the trip</li> <li>▪ 1 to 10 students plus an extra member to cover any eventuality. Mixed gender staff group with various strengths and subject expertise</li> <li>▪ All staff provided with folder with all information in</li> <li>▪ Students provided with booklet with _____ phrases in and details of trip</li> </ul>
<p><b>Students prepared for trip abroad</b></p>	<p>L</p>	<ul style="list-style-type: none"> <li>▪ A meeting should take place with students prior to the trip so that they fully understand expectations of behaviour and arrangements</li> </ul>



**Robert Napier School Visits and Journeys  
Risk Assessment  
Residential Abroad**

<u>Identified Risks/Hazards</u>	<u>Risk</u>	<u>Control Measures</u>
<b><u>Coach Travel</u></b>		
1. Condition of coach	H	<ul style="list-style-type: none"> <li>▪ Coaches regularly inspected</li> <li>▪ Party Leader to have to have phone numbers of coach company.</li> <li>▪ Group staff practiced and competent with accident/emergency procedures</li> <li>▪ Group staff to adapt plans and risk assessments as necessary</li> <li>▪ All coach operators carry the legal documentation to operate as a coach company</li> <li>▪ Experienced Drivers</li> <li>▪ 24 hour Travel operation phone (UK &amp; local)</li> <li>▪ Policy regarding drivers and rest stops</li> <li>▪ Emergency procedures explained to staff and students</li> <li>▪ Consider immediate safety of passengers</li> <li>▪ Contact Tour rep and Insurance Company if necessary</li> <li>▪ Students to stay in small groups for safety</li> <li>▪ Head count checks before departure</li> <li>▪ All students to be seated in belts, teachers to remind and check students regularly</li> <li>▪ Absolutely no sleeping in aisles or on floor</li> <li>▪ First Aid Kit and fire extinguisher on coach</li> <li>▪ Bucket, bags, wet wipes and sickness remedies</li> <li>▪ Staff and accompanying adults situated throughout the vehicle</li> <li>▪ Staff allocated responsibility for specific group of students</li> <li>▪ Only one student per allocated seat</li> <li>▪ Staff first to disembark in order to supervise students</li> <li>▪ Students reminded of traffic direction</li> <li>▪ Coach doors may not open on curb side, extra care taken for loading and disembarking and possible detours may be necessary to ensure safety</li> <li>▪ No luggage in aisles</li> </ul>
2. Driver competence	H	
3. Road traffic incident	M	
4. Breakdown contingency	M	
5. Comfort stops	M	
6. Seat belt checks	H	
7. Safety equipment	M	
8. Travel sickness	L	
9. Supervision strategy	M	
10. Overloading	M	
11. Boarding and disembarking	M	
12. Luggage	M	

<b>Visits Abroad</b>		
1. Planning: and preparation	M	<ul style="list-style-type: none"> <li>▪ European Medical Forms collected</li> <li>▪ Travel details</li> <li>▪ Insurance documents</li> <li>▪ Consent forms</li> <li>▪ Contact numbers of parents, school contact and head teacher</li> <li>▪ Group lists and details</li> <li>▪ Travel Company contact number</li> <li>▪ Coach contact number</li> <li>▪ Hotel contact number</li> <li>▪ Copied passport size photos of students</li> <li>▪ Folder with all information left in school</li> <li>▪ All passports checked for dates</li> <li>▪ Contact the British Council</li> </ul>
2. Loss of passports and special List of travellers forms	M	<p>Bridgewater Council, Bridgewater House, 58 Whitworth Street, Manchester, M1 6BB UK. Telephone: +44(0) 161 957 7755 or local council. Copy passports and record numbers for files in case of loss</p> <ul style="list-style-type: none"> <li>▪ List of Travellers forms for Austria, France, Germany, Italy and Swiss forms signed by Head Teacher if required</li> </ul>
3. Foreign currency	L	<ul style="list-style-type: none"> <li>▪ Spare currency for eventualities, parking, taxes and entries to places</li> <li>▪ Bank set up for students' currency</li> <li>▪ Students reminded how to carry money safely</li> <li>▪ Remind students of extra costs involved in using phone abroad for both incoming and outgoing calls</li> </ul>
4. Mobile Phones	L	<ul style="list-style-type: none"> <li>▪ Safety keeping of phones – students responsibility</li> <li>▪ _____ approved by ABTA, ATOL protected, AiTo and ROSPA members</li> </ul>
5. Tour Company validation	L	<ul style="list-style-type: none"> <li>▪ Visit taken place and visits to local towns and venues explored and safe routes and meeting places established.</li> </ul>
6. Risk Assessment visit	L	<ul style="list-style-type: none"> <li>▪ Meetings held with parents, students and accompanying staff</li> </ul>
7. Briefing Meetings	L	<ul style="list-style-type: none"> <li>▪ Comprehensive insurance taken out with Travel Company to cover all eventualities</li> </ul>
8. Insurance	L	<ul style="list-style-type: none"> <li>▪ 1 to 10 students plus an extra member to cover any eventuality. Appropriate staff to cover mixed gender group with various strengths and subject expertise</li> </ul>
9. Staffing	L	<ul style="list-style-type: none"> <li>▪ All staff provided with folder with all information in</li> <li>▪ Students provided with booklet with _____ phrases in and details of trip</li> <li>▪ English speaking hotel and tutors</li> </ul>
10. Students prepared for trip abroad	L	<ul style="list-style-type: none"> <li>▪ Slide show for students to see the hotel and places they are to visit</li> <li>▪ Hotel Web site details given to parents and students</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Parents provided with school mobile number and hotel details should they wish to contact staff whilst abroad</li> </ul>
<b>Accompanying Adults</b>	H	<ul style="list-style-type: none"> <li>▪ 1 accompanying adult to 10 students plus and extra member of staff to cover for accident/injury when a staff member may be required to stay or fly back is _____</li> </ul>
<b>Injury/death by vehicle – major road crossing</b>	M	<ul style="list-style-type: none"> <li>▪ Medical consent forms to be carried by all party leaders</li> <li>▪ Staff to select appropriate safest crossing points and if necessary hold up traffic to facilitate safe crossing</li> <li>▪ Close supervision of students</li> <li>▪ Staff member to remain is _____ if required with injured student:  _____</li> </ul>

<b>Ferry Travel</b>	M	<ul style="list-style-type: none"> <li>▪ Students made aware at Parent Evening of dangers and reminded that they are not to go out on deck without prior permission from a member of staff and without being accompanied by a member of staff</li> <li>▪ Students reminded of behaviour, expectations and water safety before disembarking</li> <li>▪ Students taken as a whole group on to upper decks and shown rendezvous point</li> <li>▪ Students told which member of staff to report to and the expected time of meeting, with each member of staff being responsible for 10 students</li> <li>▪ Students told where they can find staff on ferry</li> <li>▪ Students all reminded of coach name and deck parked on</li> <li>▪ If student misses rendezvous time they are to report to Ferry worker and ask to be taken to deck and coach</li> </ul>
<b>An Emergency Arises</b>	M	<ul style="list-style-type: none"> <li>▪ Follow local emergency procedures</li> <li>▪ Establish communication with school and parents concerned</li> <li>▪ Consider communication between group</li> <li>▪ Staff mobile numbers to be exchanged</li> <li>▪ Party/ Deputy leader to establish state of emergency as soon as possible</li> <li>▪ Ensure the rest of the group are safe and secure</li> <li>▪ Any injured person to receive immediate medical attention</li> </ul>
<b>Minor Ailments Whilst Abroad</b> <ol style="list-style-type: none"> <li>1. Sun stroke or sunburns</li> <li>2. Colds, flues, viruses, ear/throat infections</li> <li>3. Minor injuries (sprains &amp; strains)</li> <li>4. Dehydration</li> <li>5. Diarrhoea</li> </ol>	H L M H L	<ul style="list-style-type: none"> <li>▪ Students made aware of sunstroke, dehydration and sun burn and reminded to use protective sun cream</li> <li>▪ Adequate sleep to avoid over tiredness and risk of accidents or minor ailments</li> <li>▪ Ensure participants are warmed up appropriately before exercise</li> <li>▪ To drink plenty of fluids</li> <li>▪ All parents made aware that students would be given minor treatments to cope with the mentioned ailments to aid temperature control, pain and other ailments. Parents told to see party leader if they did not wish this to happen.</li> <li>▪ First aid kit to contain normal items plus Paracetamol, cold and flu remedies, throat lozenges, diarrhoea treatment, sun cream. After Sun and bite cream. Sanitary supplies for girls.</li> </ul>

<p><b>Accommodation</b></p> <ol style="list-style-type: none"> <li>1. Student comfort</li> <li>2. Student safety</li> <li>3. Students' behaviour and respect for the property and other guests</li> </ol>	<p>L M L</p>	<ul style="list-style-type: none"> <li>▪ Students and staff made aware of fire procedures and evacuation points</li> <li>▪ Groups leader to check on arrival for overcrowded rooms and to insist on room changes to ensure the safety and comfort of the students</li> <li>▪ Request for TRNS to be allocated ground floor rooms when any concerns regarding balconies</li> <li>▪ Preview visit to be carried out</li> <li>▪ Policy in place regarding teacher supervision after hours</li> <li>▪ Strict rules in place regarding alcohol and smoking and parents have been made aware of this</li> <li>▪ Group staff competent and experienced in emergency procedures</li> <li>▪ All accommodation complies with local authority regarding safety certification and inspections</li> <li>▪ Cleaned daily</li> <li>▪ Good lighting (natural and artificial)</li> <li>▪ Experienced hotel in receiving UK guests</li> <li>▪ Local agent available 24 hours</li> <li>▪ Students reminded about rules: no mixed gender groups in rooms. No social gatherings to take place in bar area. No climbing balconies and rooms are to be kept in good order</li> <li>▪ Students are to respect the 11pm curfew and ensure they remain in rooms after this time. <b>10.30pm for younger students</b></li> <li>▪ Staff rooms strategically placed at ends of corridors and students to be made aware of staff rooms should they need someone during the night</li> </ul>
---	----------------------	---

<p><b>Swimming Pool/Hotel/ Water Park</b></p> <ol style="list-style-type: none"> <li>1. Slipping/falling</li> <li>2. Out of depth</li> <li>3. Drowning</li>   <li>4. Sun stroke/burns</li> <li>5. Dehydration</li> </ol>	<p>M</p> <p>M</p> <p>L</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> <li>▪ Students reminded of pool rules, depths and potential hazards of slipping</li> <li>▪ Staff made aware of weak or non swimmers and students reminded to remain in own depth</li> <li>▪ Pool only to be used when adequate supervision is available</li> <li>▪ Staff to assess pool rules on arrival at centre</li> <li>▪ Group to set up an area together and leave towels etc there.</li> <li>▪ A member of staff to be available at base at all times. Base to be in shade if possible!</li> <li>▪ Students reminded of depths of pool and dangers of slides</li> <li>▪ Students to go around in small groups and no one is to swim alone unless in site of member of staff</li> <li>▪ Students reminded of water safety</li> <li>▪ Sun cream a must</li> <li>▪ Remind students to drink plenty!</li> </ul>
<p><b>Student Behaviour</b></p> <ol style="list-style-type: none"> <li>1.Possible injury</li> <li>2. Offence to other guests</li> <li>3.Damage to school reputation</li> </ol>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>▪ Code of conduct/expectations made clear to students and parents at parents' meeting</li> <li>▪ Students provided with booklet including behaviour code and expectations</li> <li>▪ Staff to act as role models for students</li> <li>▪ Staff briefed on how to deal with misbehaviour</li> <li>▪ Potential individual student behaviour problems explained to all staff</li> <li>▪ Staff to be encouraged to share concerns with each other and work as a team, supporting each other</li> <li>▪ Sanctions to be used for continual misbehaviour.</li> </ul>

<p><b>Navigation Error-Party Separation, Lost</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ All students given instructions of what to do if separated</li> <li>▪ All staff members to share mobile numbers</li> <li>▪ All staff briefed on procedures</li> <li>▪ During inspection visit possible safe routes and coach parking/drop off points were identified</li> <li>▪ All students to carry enough euros to make telephone call</li> <li>▪ All students shown how to use public phones</li> <li>▪ Contingency plans agreed in case of separation</li> <li>▪ Party Leader to carry school mobile so students can contact her if they get separated</li> <li>▪ All students to carry a laminated card with tour party name, hotel name, address and telephone number and the school mobile number</li> <li>▪ Safe supervision by party leaders</li> <li>▪ Students to be made aware of safe practice in seeking help i.e. approach a police officer or shop owner</li> <li>▪ Staff to be responsible for 10 students each and to agree supervision and meeting points and times with group</li> <li>▪ All group leaders to carry trip folders with contact details of students and student photos</li> <li>▪ All staff to carry mobile phones</li> </ul>
---	----------	---





**Robert Napier School Visits and Journeys  
Risk Assessment  
Residential UK**

<u>Identified Risks/Hazards</u>	<u>Risk</u>	<u>Control Measures</u>
<b><u>Coach Travel</u></b>		
1.Condition of coach 2.Driver competence	H H	<ul style="list-style-type: none"> <li>▪ Coaches regularly inspected</li> <li>▪ Party Leader to have to have phone numbers of coach company</li> <li>▪ Group staff practiced and competent with accident/emergency procedures</li> <li>▪ Group staff to adapt plans and risk assessments as necessary</li> <li>▪ All coach operators carry the legal documentation to operate as a coach company</li> <li>▪ Experienced Drivers</li> <li>▪ 24 hour Travel operation phone (UK &amp; local)</li> <li>▪ Policy regarding drivers and rest stops</li> <li>▪ Emergency procedures explained to staff and students</li> </ul>
13. Road traffic incident	M	<ul style="list-style-type: none"> <li>▪ Consider immediate safety of passengers</li> <li>▪ Contact Tour rep and Insurance Company if necessary</li> </ul>
14. Breakdown contingency	M	<ul style="list-style-type: none"> <li>▪ Students to stay in small groups for safety</li> <li>▪ Head count checks before departure</li> </ul>
15. Comfort stops	M	<ul style="list-style-type: none"> <li>▪ All students to be seated in belts, teachers to remind and check students regularly</li> </ul>
16. Seat belt checks	H	<ul style="list-style-type: none"> <li>▪ Absolutely no sleeping in aisles or on floor</li> <li>▪ First Aid Kit and fire extinguisher on coach</li> </ul>
17. Safety equipment	M	<ul style="list-style-type: none"> <li>▪ Bucket, bags, wet wipes and sickness remedies</li> </ul>
18. Travel sickness	L	
19. Supervision strategy	M	<ul style="list-style-type: none"> <li>▪ Staff and accompanying adults situated throughout the vehicle</li> <li>▪ Staff allocated responsibility for specific group of students</li> <li>▪ Only one student per allocated seat</li> </ul>
20. Overloading	M	
21. Boarding and disembarking	M	<ul style="list-style-type: none"> <li>▪ Staff first to disembark in order to supervise students</li> <li>▪ Students reminded of traffic direction</li> <li>▪ Coach doors may not open on curb side, extra care taken for loading and disembarking and possible detours may be necessary to ensure safety</li> </ul>
22. Luggage	M	<ul style="list-style-type: none"> <li>▪ No luggage in aisles</li> </ul>

<b>Accompanying Adults</b>	H	<ul style="list-style-type: none"> <li>▪ 1 accompanying adult to 10 students</li> </ul>
<b>Injury/death by vehicle – major road crossing</b>	M	<ul style="list-style-type: none"> <li>▪ Medical consent forms to be carried by all party leaders</li> <li>▪ Staff to select appropriate safest crossing points and if necessary hold up traffic to facilitate safe crossing</li> <li>▪ Close supervision of students</li> <li>▪ Staff members to remain is _____ if required with injured student:</li> </ul>

<p><b>An Emergency Arises</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ Follow local emergency procedures</li> <li>▪ Establish communication with school and parents concerned</li> <li>▪ Consider communication between group</li> <li>▪ Staff mobile numbers to be exchanged</li> <li>▪ Party/ Deputy leader to establish state of emergency as soon as possible</li> <li>▪ Ensure the rest of the group are safe and secure</li> <li>▪ Any injured person to receive immediate medical attention</li> </ul>
<p><b>Minor Ailments Whilst Away</b></p> <p>1.Sun stroke or sunburns</p> <p>2.Colds, flues, viruses, ear/throat infections</p> <p>3.Minor injuries (sprains &amp; strains)</p> <p>4.Dehydration</p> <p>5.Diarrhoea</p>	<p>H</p> <p>L</p> <p>M</p> <p>H</p> <p>L</p>	<ul style="list-style-type: none"> <li>▪ Students made aware of sunstroke, dehydration and sun burn and reminded to use protective sun cream</li> <li>▪ Adequate sleep to avoid over tiredness and risk of accidents or minor ailments</li> <li>▪ Ensure participants are warmed up appropriately before exercise</li> <li>▪ To drink plenty of fluids</li> <li>▪ All parents made aware that students would be given minor treatments to cope with the mentioned ailments to aid temperature control, pain and other ailments. Parents told to see party leader if they did not wish this to happen.</li> <li>▪ First aid kit to contain normal items plus Paracetamol, cold and flu remedies, throat lozenges, diarrhoea treatment, sun cream. After Sun and bite cream. Sanitary supplies for girls.</li> </ul>

<p><b>Accommodation</b></p> <p>1.Student comfort</p> <p>2.Student safety</p> <p>3.Students' behaviour and respect for the property and other guests</p>	<p>L</p> <p>M</p> <p>L</p>	<ul style="list-style-type: none"> <li>▪ Students and staff made aware of fire procedures and evacuation points</li> <li>▪ Group leader to check on arrival for overcrowded rooms and to insist on room changes to ensure the safety and comfort of the students</li> <li>▪ Request for TRNS to be allocated ground floor rooms when any concerns regarding balconies</li> <li>▪ Preview visit to be carried out</li> <li>▪ Policy in place regarding teacher supervision after hours</li> <li>▪ Strict rules in place regarding alcohol and smoking and parents have been made aware of this</li> <li>▪ Group staff competent and experienced in emergency procedures</li> <li>▪ All accommodation complies with local authority regarding safety certification and inspections</li> <li>▪ Cleaned daily</li> <li>▪ Good lighting (natural and artificial)</li> <li>▪ Experienced hotel in receiving students</li> <li>▪ Local agent available 24 hours</li> <li>▪ Students reminded about rules: no mixed gender groups in rooms. Social gatherings to take place in bar area. No climbing balconies and rooms are to kept in good order</li> <li>▪ Students are to respect the <b>11pm curfew</b> and ensure they remain in rooms after this time and <b>younger students 10.30pm</b></li> <li>▪ Staff rooms strategically placed at ends of corridors and students to be made aware of staff rooms should they need someone during the night</li> </ul>
---	----------------------------	---

<p><b>Swimming Pool/Hotel/ Water Park</b></p> <p>1.Slipping/falling</p> <p>2.Out of depth</p> <p>3.Drowning</p> <p>4.Sun stroke/burns</p> <p>5.Dehydration</p>	<p>M</p> <p>M</p> <p>L</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> <li>▪ Students reminded of pool rules, depths and potential hazards of slipping</li> <li>▪ Staff made aware of weak or non swimmers and students reminded to remain in own depth</li> <li>▪ Pool only to be used when adequate supervision is available</li> <li>▪ Staff to assess pool rules on arrival at centre</li> <li>▪ Group to set up an area together and leave towels etc there.</li> <li>▪ A member of staff to be available at base at all times. Base to be in shade if possible!</li> <li>▪ Students reminded of depths of pool and dangers of slides</li> <li>▪ Students to go around in small groups and no one is to swim alone unless in site of member of staff</li> <li>▪ Students reminded of water safety</li> <li>▪ Sun cream a must</li> <li>▪ Remind students to drink plenty!</li> </ul>
<p><b>Student Behaviour</b></p> <p>1.Possible injury</p> <p>2. Offence to other guests</p> <p>3.Damage to school reputation</p>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>▪ Code of conduct/expectations made clear to students and parents at parents' Meeting</li> <li>▪ Students provided with booklet including behaviour code and expectations</li> <li>▪ Staff to act as role models for students</li> <li>▪ Staff briefed on how to deal with misbehaviour</li> <li>▪ Potential individual student behaviour problems explained to all staff</li> <li>▪ Staff to be encouraged to share concerns with each other and work as a team, supporting each other</li> <li>▪ Sanctions to be used for continual misbehaviour.</li> </ul>

<p><b>Navigation Error-Party Separation, Lost</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>▪ All students given instructions of what to do if separated</li> <li>▪ All staff members to share mobile numbers</li> <li>▪ All staff briefed on procedures</li> <li>▪ During inspection visit possible safe routes and coach parking/drop off points were identified</li> <li>▪ All students to carry enough euros to make telephone call</li> <li>▪ All students shown how to use public phones</li> <li>▪ Contingency plans agreed in case of separation</li> <li>▪ Party Leader to carry school mobile so students can contact her if they get separated</li> <li>▪ All students to carry a laminated card with tour party name, hotel name, address and telephone number and the school mobile number</li> <li>▪ Safe supervision by party leaders</li> <li>▪ Students to be made aware of safe practice in seeking help i.e. approach a police officer or shop owner</li> <li>▪ Staff to be responsible for 10 students each and to agree supervision and meeting points and times with group</li> <li>▪ All group leaders to carry trip folders with contact details of students and student photos</li> <li>▪ All staff to carry mobile phones</li> </ul>
---	----------	---




**School Trip** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Party Leader:** \_\_\_\_\_