



# Hanham Woods Academy

## Academy Trips and Visits Policy

February 2024

For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

### HANHAM WOODS ACADEMY TRIPS POLICY

<b>Policy Title:</b>	Trips Policy
<b>Function:</b>	For information and guidance and incorporating the Academy's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
<b>Status:</b>	Approved
<b>Audience:</b>	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
<b>Ownership / Implementation:</b>	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
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## **1. Introduction**

This document is issued to meet the Academy's statutory duties in respect of Off-site visits/School trips and to provide practical guidance on risk assessments associated with these and the appropriate forms and contact details.

All other relevant documentation must be complied with, including: all statutory, local government, regulatory e.g. the Health & Safety Executive (HSE).

Any comments on this document, or any difficulties in implementation, should be brought to the attention of the EVC. This document will be reviewed on a regular basis to confirm that the arrangements are still appropriate and to incorporate new guidance & developments as they occur.

A review will also take place if there is any reason to suspect that it is no longer appropriate in the light of changes in legislation, good practice or Academy policy change affecting the standards. The document, including the appendices, will be revised and reissued within not more than three months from the review date, where this is necessary.

## 2. Guiding Principles

- 2.1 All Off-site visits/School trips** including residential visits, excursions and Outdoor and Adventurous Activities must be notified, checked and approved by **Educational Visits Coordinator (EVC)**. (see 6.6 Appendix F page 29 for an EVC's job description). The EVC will be a competent, experienced and well organised person whose main function is to liaise with the Principal, the SLT and/or Academy Council, to ensure the Academy's requirements for safe off-site visits/school trips are met.
- 2.2** Each off-site visit/school trip, activity or event must have a designated and trained **Party Leader**. (see 6.7 Appendix G, page 31 for the Party Leader's job description). The party leader has overall responsibility for the supervision and conduct of the visit or activity and should be approved by the Principal / EVC. A **Deputy Party Leader** should also be appointed and where possible travel separately if more than one vehicle is being used.
- 2.3 Every Off-site visit/School Trip must be risk assessed using the most up to date Academy Risk Assessment Form (see Appendix H):** from walks to local amenities, through to complex overseas expeditions to remote corners of the globe. Good practice requires the involvement of parents/carers, and students in this process.
- 2.4 Equal Opportunities** on school visits, outdoor learning schemes, and off-site activities in general should be available and accessible to all who wish to participate irrespective of gender, religion, ethnic origin, social background, medical need or physical ability in line with the Disability Discrimination Act 1995. Some families may hold particular concerns about Off-site visits/School trips due to language or cultural barriers. Particular emphasis should be put on ensuring that these cultural and religious needs can be confidently met along with safety and welfare needs.

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

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

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

- experience and positive attitudes confirmed by observations made by the Principal / EVC
  - site specific assessment of knowledge, skills and experience of a given activity and/or venue
  - local or 'in-house' validation
  - Off-site Safety Management Certificate: Adventure training
  - OEAP Visit Leader training: <http://oeap.info>
  - National Governing Body (NGB) Award: Outdoor Education
  - National Governing Body (NGB) Award: Sport specific
- 2.6** Clearly **identified educational objectives** appropriate to the age and ability of group members should be made early on in the planning process.
- 2.7** Activity providers, whether commercial companies, charitable trusts, voluntary organisations, local authority centres, etc. will work to a 'Code of Practice' or 'Operational Procedures'. (i.e. their risk assessments). Check that these procedures are in place by asking providers to complete the **Provider Standards questionnaire**. (see 6.5 Appendix E on page 27).
- 2.8** Ensure all Off-site visits/School trips **notification forms are completed on time**.
- 2.9** Work within the guidance and standards of competence recommended by National Governing Bodies, professional bodies, professional associations and other recognised organisations.
- 2.10** Seek advice from someone with expertise or technical competencies where there is any uncertainty about safe practice.
- 2.11** Good discipline is essential to the success of any visit: codes of conduct in relation to acceptable standards of behaviour on smoking, alcohol, drugs etc. need to be clearly established, agreed and enforced for all.
- 2.12** Appropriate personal and group equipment and clothing needs to be available to meet the stated purpose of the visit
- 2.13** Parents/carers, students, staff and other relevant personnel should be informed of arrangements in writing. It is good practice to hold a parent/carer's briefing meeting to ensure that when approval for a visit is sought, it has been gained with full knowledge and understanding and that 'informed consent' has been given. **They should be involved with the risk assessments.**
- 2.14** **Adequate supervision** is required at all times whether this be of a direct or indirect nature. There can be no lower standard of provision for 'fun trips'.

- 2.15** A pre-visit should be undertaken to the activity site to familiarise the party leader or staff with conditions; or if this is not possible, gather adequate background.
- 2.16** The party leader should seek information from colleagues who have conducted similar visits, record and learn from incidents or near misses.
- 2.17** On return, the **party leader should review the trip**, record incidents and near misses and arrange for celebration of success to be shared with colleagues.

### **3. CATEGORY OF ACTIVITY**

- 3.1** When assessing the most appropriate **category** in which to place an activity, account must be taken of various factors including:
- the ages and abilities of the students involved,
  - the environment and site of the activity,
  - the prevailing or forecasted weather conditions
  - the experience and qualifications of party leaders' supervisory staff and any special needs of students.

**The lists of activities in the various categories below are not exhaustive and will be added to or interchanged as experience dictates. If in doubt please contact the EVC.**

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

For example:

- visiting local libraries, museums, exhibitions, theatres, concerts
- attending musical/arts events, festivals – on same day events
- field study visits in environments presenting no technical hazards
- visits to local swimming pools where correct ratios of lifeguards are on duty
- farm visits
- zoological gardens, nature reserves and National Trust type properties
- access to off-site playing fields, sports facilities, 'away' fixtures
- local walks, surveys, census gathering exercises.

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

For example:

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

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

<http://www.hse.gov.uk/aala/index.htm>

For example:

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

**Additional category C activities include:**

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



- fishing: inland waters, coastal and sea venues.

**\*\*** staff or managers should be certain of the educational benefits for their students of such activities as paint balling, pistol/rifle shooting etc. when undertaking their risk assessment. See **Section 5** on pages 9 to 17 or guidance on the leadership for specific environments and activities.

All **Duke of Edinburgh's Award expedition** training and assessment ventures need to be notified to the appropriate Operating Authority. If award scheme work forms part of a residential or overseas experience, then the normal off-site visits/school trips notification process should be followed.

#### 4. Responsibilities: Senior Leadership Team

##### 4.5 The Principal and SLT must ensure the following:

- 4.5.1** That all staff are familiar with the Trips Policy and what to do in the event of an accident or emergency. (See 6.1 Appendix A on page 18)
- 4.5.2** That all staff, voluntary helpers or external providers of activities have the appropriate skills, competence, and qualifications to undertake and supervise, within the recommended ratios, a given activity safely and to meet its stated aims. This includes the ability to carry out and implement the three levels of **risk assessment** as described in paragraph 5.2.
- 4.5.3** That careful attention is paid to the criteria required for **external providers** before they can work with students from the Academy. (See 6.3 Appendix C, page 20). Only those external providers meeting all these criteria can be used. (See 6.4 Appendix D, page 21, the **Provider Standards questionnaire**). Providers who hold a current Adventure Activities Licensing Authority (AALA) License will normally be accepted as a suitable external provider. (For the AALA website see:

<http://www.hse.gov.uk/aala/index.htm>).

Information should be made available on how accessible provision is and how providers will meet the needs of disabled students and staff.

- 4.5.4** That parents/carers are fully informed in writing of the proposed activity programme with details of accommodation, travel, cost and potential risks identified during the **risk assessment** process. In return, parents/carers must sign to acknowledge receipt of this information, provide details of their emergency contact points for day and night, and disclose relevant medical information concerning the student. The risk assessment process should identify what is **unacceptable or poor behaviour**. If this exists or reoccurs during a visit/activity it may lead to student being excluded and

mechanisms put in place to return persistent offenders home with associated costs borne by the parents/carers of that person.

- 4.5.5 That adequate First Aid cover will be provided on all off-site visits/school trips and outdoor activities. Please ensure you check any specific medical needs such as medication required etc.
- 4.5.6 Ensure that all staff, voluntary helpers and outside providers who have unsupervised access to students are given DBS clearance. Enhanced level clearance is required for adults working on residential and overseas visits (see: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>)
- 4.5.7 Ensure that accompanying supervising adults are able to fulfil their role adequately, having some knowledge of the activity, being physically fit and capable of deputising as leader in an emergency.
- 4.4.8 That procedures are in place to investigate and report any incidents, injuries, unsafe practices, equipment failures/defects or 'near misses' occurring during an activity.
- 4.4.9 That monitoring and evaluation of activities is undertaken and recorded to ensure that good educational value is being achieved.
- 4.4.10 That appropriate and adequate insurance cover is taken out for off-site visits.
- 4.4.11 That there is clarity on charging and remission.

## 5. Responsibilities: Party leader

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

### Before (organisation of trip)

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

For example:

- A field study day trip to Exmoor in the Autumn Term would require the party leader to hold the minimum of one of the following:
- a NVQ in Activity Leadership plus practical experience
- a Basic Expedition Leadership Award (BELA) or
- the South West Mountain and Moorland Leadership Training Committee's "Coastal and Countryside Leadership Certificate.

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

Such staff and providers identified above must also satisfy the criteria laid down in the **'Provider Standards' questionnaire** (see 6.5 Appendix E, page 27).

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

**5.1.3 Category 'C'** is the most demanding, potentially high risk grouping which includes all those activities that would be 'in-scope' of the Adventure Activities Licensing Regulations 1996 arising from The Activity Centres (Students' Safety) Act 1995. Only commercial providers or Outdoor Centres holding a valid **Adventure Activities Licence Authority (AALA) Certificate** can be used by the Academy for these **Category 'C'** activities. They must also comply with the criteria laid down in 6.3 Appendix C, page 20.

Academy staff wishing to take students from their own sites on **Category C activities** must also hold the appropriate NGB qualification or have their skills, competence and experience verified by an approved Technical Adviser. Any **Category 'C'** activities undertaken on a residential or overseas visit of any nature, must be notified to the EVC by means of the **Off-site visits/School trips Notification Form**. (See 6.4 Appendix D, page 21) **at least 6 weeks prior to the event and 12 weeks prior to any overseas visits.**

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

## 5.2 Preparation and Approvals

- 5.2.1** Each activity should have a clearly defined purpose and educational aim.
- 5.2.2 Risk assessments** for Educational visits must be considered on **three levels**:
1. **Example/generic risk assessments** i.e. assessments which are likely to apply to the activity wherever and whenever it takes place
  2. **Visit/site specific risk assessments** which will differ from place to place and from group to group
  3. **Ongoing/dynamic risk assessments** that take account of, for example, illness of staff or student, changes of weather, non-availability of the preferred activity or any significant changes of plans.

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

A written **risk assessment** must be prepared by the party leader in conjunction with staff/adult helpers and participants whenever practical, which must then be approved by SLT / EVC. Notes on **risk assessments** and guidance to help with the whole risk management process appear in 6.8 Appendix H, page 33.

- 5.2.3** Careful preparation and briefing for the trip is clearly essential for students, parents/carers and adult supervisors.
- 5.2.4 Informed parent/carer consent** must be obtained in writing before the student can participate in off-site visits, based on full information on the intended programme together with any potential associated risks. They should also be given careful instructions as to what the student will require. For example, in terms of clothing, footwear, money, food etc. Parent/carers must be asked to give details of any medical conditions, special dietary, or other circumstances or needs for the student, depending on the nature of the trip.
- 5.2.5** Party Leaders need to establish clarity on charging and remission to parents.
- 5.2.6** All medication must be handed to the party leader together with the parent/carer's written authorisation to administer it. The correct dosage must be clearly marked.
- 5.2.7** SLT approval must be obtained for all Off-site visits/School trips. See Notification and Approval Procedures 6.2 Appendix B page 19.

**5.2.8** Where there is to be an **overnight stay**, parents/carers must be informed in writing of key arrangements, party details, names of leaders and accompanying adults, contingency plans, itinerary, emergency arrangements and the name, address and telephone numbers of any accommodation to be used.

**5.2.9** Ensure parents are informed of insurance details where appropriate

### **5.3 During the trip**

**5.3.1 Leadership of the trip.** Every trip must have a **designated party leader** who would normally be employed by the Academy. In the case of joint visits/ventures it is acceptable for the more experienced person to take overall charge, but each participating site should be represented by a member of staff. Everyone should know who is in charge and be willing to take instructions from that party leader. It is also **essential to appoint a Deputy Leader**. (see 6.7 Appendix G, page 31 for the Party Leader and Deputy Leader's job specifications)

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

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

- A ratio of **1:15 to 20** is recommended for regular low risk visits as specified under **Category 'A' activities** where the element of risk which may be encountered is similar to that experienced in daily living
- Similarly, the ratio of **1:15 to 20** above is acceptable when specialist staff are provided by outdoor or residential centres, activity providers, on guided tours and the like. **There should always be two responsible adults in attendance on any off-site visit/school trip.** The Party Leader retains the ultimate decision concerning all matters of the students' safety, welfare and pastoral care.
- A ratio of **1:10** should not be exceeded for all visits abroad, with a minimum of two responsible adults in attendance whatever the group size, and where identified higher risk events such as those specified under **Category 'B' and 'C' activities**, are planned, check the qualifications and staffing ratios set out in

this Policy document **and** by the **National Governing Body** (NGB) of the activity concerned. **Within their training and qualification schemes, NGBs set out recommended instructor/student ratios for varying levels of Awards and the technical difficulty which may be encountered – this guidance must be adhered to.** Outdoor Centres and commercial providers licensed by AALA inspectors will also comply with NGB ratio recommendations. **Outdoor Centres** e.g. The Dean Field Studies Centre at Parkend), the Bristol Activities Centre and those **commercial providers** approved by AALA may **amend group sizes** to reflect the accumulated experience and competence of professional instructional staff as verified by AALA inspectors. In these instances, actual ratios will be determined when risk assessments are undertaken to formulate site-specific **“Operating Procedures” or “Codes of Practice”**.

- It should be noted that the generally accepted ratio of **1 adult to 8** on Category ‘C’ activities should be maintained for internally organized Academy activities of a less regular nature. This recommended ratio may need to be reduced further in line with the risk assessment for groups of students with special needs, or are those known to have disruptive behavioural tendencies.

**5.3.4** Where a mixed gender group is undertaking a residential visit, the group should be accompanied by both male and female staff.

**5.3.5** Party leaders need to explain clearly to all **adult supervisors** what their **particular responsibilities** are, preferably in writing, and always in advance.

**5.3.6** Adults who are not prepared or able to undertake supervisory responsibilities are not to be counted as **supervisory staff** in the ratios set out above. It is desirable that accompanying staff should be employed at the particular sites if a joint trip is arranged.

**5.3.7** The general level of adult supervision throughout the trip **including evenings**, must be appropriate to the particular circumstances identified under the risk procedures.

**5.3.8** There must always be at least **one responsible adult on duty** and the students must know who to contact at all times. The ratio of supervision must be maintained.

**5.3.9** When **overnight stays** are to be included, steps must be taken to ensure the premises have adequate **Fire Safety precautions** and can be adequately secured to prevent unauthorised access. Party leaders must ensure that the students understand emergency procedures and how to vacate premises quickly and safely. A **Fire and Evacuation Drill** needs to be undertaken as soon as possible after arrival to assist with this.

- 5.3.10** The party leader and deputy must carry a **list of all members** of the group. **Regular checks and 'head counts'** need to be carried out and **medical details** readily available.
- 5.3.11** Party members should carry **means of identification** when in unfamiliar surroundings or when involved with large scale events, visits to major cities, sports matches, where **large crowds** of people are present.
- 5.3.12** **Students must not leave the party** without express permission. Any other arrangements must be at the discretion of the party leader, who should take into account the age, competence and level of self-discipline of the student.
- 5.3.13** **More flexibility** may be exercised regarding staffing arrangements for smaller groups when all students are **over 16 years of age**. In these circumstances the **arrangements must be agreed in writing** through the EVC and by SLT, and with parents/carers.
- 5.3.14** Where more than one vehicle is involved in transporting a large group, the **deputy leader should not be in the same vehicle as the party leader**.
- 5.3.15** EVCs and party leaders should be satisfied that students are **medically fit** to undertake any activities and obtain a **declaration** to this effect from parents/carers depending on the purpose and nature of the visit or trip. The appropriate forms must be available at the 'home' site. **Accompanying staff also need to be sufficiently fit** to be able to participate or supervise activities alongside students where appropriate.
- 5.3.16** The Activity Centres (Students' Safety Act 1995) **does not apply to overseas visits, exchanges and expeditions**, but any activity provider whether commercial or of charitable status must hold the equivalent of the approved UK national qualifications or its foreign counterpart. To instruct, guide or supervise students, activity providers must comply with the criteria laid down in 6.3 Appendix C page 20 and complete the Provider Standards questionnaire in 6.5 Appendix E page 27. (Further information on overseas visits is given in the **Category 'C' activities** section 5.1.3, page 20). Written confirmation of relevant instructor qualifications and their experience under similar conditions must be sought before the booking and confirmation of the visit is made.
- 5.3.17** When taking a **Minibus abroad** and driving overseas additional requirements can be found by contacting the admin team.
- 5.3.18** **Exchange visits involving 'home stays'** require a high degree of planning, good communication and trust with the host school/agency abroad and good relationships all round.

In particular, party leaders should:

- Seek reassurances from host school/agency regarding the procedures for vetting and approving the suitability of host families
- Ensure whenever possible, the student will not be on their own but sharing accommodation with a peer of the same sex
- Establish an easy and accessible system of contacting a member of their own staff
- Advise the student of the ground rules agreed between the party leader and the host family and confirm acceptance of these arrangements
- Inform host families of any medical or dietary needs of the student in their care
- Set up clear arrangements for collecting and returning the student
- Brief the student regarding emergency arrangements and encourage contact with their staff in case of anxiety or concern, and be aware of cultural, religious and environmental differences.

**5.3.19** Party leaders must be familiar with the nature of conditions likely to be encountered. This often requires an **advance inspection visit** by the party leader or seeking advice and information from colleagues who have undertaken similar visits to that venue.

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

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

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

**5.3.23** There must be clearly understood **methods of communication** for the party and the means of summoning outside assistance if necessary. The party leader must be in possession of Emergency Numbers and Emergency Procedures information. See 6.1 Appendix A on page 18

**5.3.24** A member of the party leadership team, who may be one of the provider's staff, must have an **appropriate First Aid qualification** for the type of activity to be undertaken, and carry the necessary **First Aid kit and medication (if required)**.



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

For **residential trips**, at least one member of the site staff will possess a valid HSE recognised **four day first aid Certificate**. For other non-residential visits the first aid requirements should be determined by the risk assessment (based on the activities involved). Where there is already adequate first aid provision at the intended destination (provided by the activity provider) first aid cover will only be required for the journey there and back. If this journey is of a significant length, or is likely to follow a route that is remote and where access to help may be difficult or time consuming, first aid cover is likely to be required (consideration also needs to be given to people with special/medical needs).

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

- 5.3.25** The party leader must ensure that accompanying adults are familiar with **local emergency procedures**, agencies to contact and telephone numbers of other useful services.
- 5.3.26** The party leader must ensure that the **students are fully briefed** about local conditions and what to do if an emergency arises, if they get lost, or are in any difficulty.
- 5.3.27** The party leader must ensure that **parents/carers can be contacted** readily via the EVC / SLT in cases of emergency. Staff should carry **contact lists and medical forms** at all times.
- 5.3.28** SLT / EVCs must make **contingency plans in advance** through consultation with the party leader for the **care and/or return of individual students** in the event of illness, accident or for disciplinary reasons, or in the event of visits being delayed for any reason. **Parents/carers must be informed** of the key points of this plan especially any additional financial implications.
- 5.3.29** In the event of an **incident or illness**, parents/carers must be informed as quickly as possible. If the student sustains an injury the Academy **Incident Report Form** must be completed and a full report including statements from eye witnesses be submitted.

- 5.3.30** The Academy has a policy of **monitoring and recording incidents** including **near misses** to help keep the number of potential accidents to an absolute minimum and to promote good practice by learning from other people's experiences. Near misses are a pointer to areas where risks may not be well anticipated or controlled. **Monitoring** is readily applied by checking compliance with the precautions identified during the **risk assessment process or in conditions laid down under safe operating procedures or codes of practice**. Spot checks on the accuracy of information provided on notification forms, and site visit monitoring, will take place as and when deemed appropriate.
- 5.3.31** The **consumption of any alcoholic drinks** by students on off-site visits is not permitted.
- 5.3.32** **Alcoholic drink** should not be consumed by staff while on any trip.
- 5.3.33** Illegal drugs or banned substances must not be, under any circumstances, used by staff, accompanying adults or students on any activity at any time.

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

**This Appendix should be copied then laminated and taken on all off-site visits along with students' medical and emergency contact details. Copies should also be made and be on display in all vehicles being used.**

- **Ensure the safety and welfare** of all the members of your party.
- **Get Emergency attention.** Notify and request assistance from Police, Fire, Ambulance or Coastguard Services as required. **Call 999 or 112**
- **In the event of an Emergency during normal office hours, RING the Academy on 0117 440 8900.**

### **THEN ADOPT THE FOLLOWING PROCEDURES:**

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

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

## **6.2. Appendix B Notification and Approval Procedures.**

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

The standard Proposal Form appears on the next page and can be photocopied. A copy is also saved on the 'G' drive

### **COMPLETED FORMS MUST BE RETURNED AT LEAST:**

**SIX WEEKS PRIOR TO RESIDENTIAL AND CATEGORY 'C' VISITS  
AND TWELVE WEEKS PRIOR TO OVERSEAS VISITS**

**SEND completed forms to the EVC**

This enables the necessary checks to be carried out, any amendments made to the arrangements and approval given.

Approved notification forms will be signed SLT.

**Failure to notify and receive approval for an activity in Category 'C' could result in:**

- insurance cover for all those taking part in an activity being invalidated
- contravening the policy for 'off-site visits/school trips'
- lack of emergency support or back-up from SLT in the event of an incident occurring
- adverse publicity for the Academy
- adverse reports to the Academy Council
- cancellation of the off-site visit/school trip, and
- potential for litigation, both civil and criminal.

**The 'Provider Standards Questionnaire' will supply the majority of information required by SLT when deciding on the suitability of individual Providers. The questionnaire shown in 6.5 Appendix E can be reproduced and forwarded to Providers for completion as part of the planning process.**

### 6.3 Appendix C – Criteria for use of External and Commercial Providers

All **new external providers** are expected to complete the 'Provider Standards' questionnaire shown on page 27.

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

#### **Further Points to consider:**

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

## 6.4 Appendix D: Off-site Visits & Trips Proposal Form

<p>This form must be completed at least <b>2 full weeks</b> prior to any trip taking place within Britain or for any overnight, foreign or hazardous visit this form must be completed a minimum of <b>6 weeks in advance</b>. <i>In addition to this form a Risk Assessment needs to be completed.</i></p>			
Trip Organiser:			
Purpose:			
Date of Trip:	Departure Date		Return Date
Departure/Return Times:	Departure Time from HWA		Arrival Time Upon Return to HWA
Destination:			
Is it a compulsory element of the curriculum?	Yes Detail:		No Detail:
Number of Students:	Male	Female	Total
Age Range of Students:			
Total Cost of Trip (£):			
Student Contribution (£):	Per student(£) :		Total student contribution(£) :
Budget to be allocated against. <i>(i.e. if the student contribution does not cover the full cost of the trip)</i>			
Transport:	Mode of Transport		Transport Provider
Trip Leader:			
Deputy Leader:			
<p><b>Staff to student Ratios:</b></p> <ul style="list-style-type: none"> <li>• All offsite trips: at least 2 staff</li> <li>• Mixed parties require male and female staff</li> <li>• Non-residential Cat A trips: at least 1:15</li> <li>• 1:15/20 is acceptable when specialist staff are provided by activity centre/providers or guided tours</li> <li>• Cat B &amp; C trips at least 1:10</li> <li>• Internally organized Academy Cat C activities of a less regular nature at least 1:8</li> </ul>			
Teaching Staff Attending:	Name/s		Cover Required?
			Yes      No
Non-Teaching Staff Attending:			

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<b>Have you consulted the cover supervisor over requirements?</b>			Yes	No
Emergency contacts for the day of the trip: <i>(minimum of 2 numbers required)</i>	Contact 1	Name:		
		Contact No:		
	Contact 2	Name:		
		Contact No:		
First Aider/s:	<i>(if no first aider is attending the trip please include details of what first aid facilities are available on the trip)</i>			
Additional Information: (e.g. itinerary, SEN requirements)				

<b>Trip Approval</b>			
Is another trip within the academy going out on the same day? <i>(check in the HWA Calendar)</i>	Yes Detail:	No	
<b>The following signatures must be obtained for the trip to proceed and before letters to parents can be sent. It is the Group Leader's responsibility to ensure that all other signatures are obtained before submitting to the EVC.</b>			
<b>Name</b>		<b>Signature</b>	<b>Date</b>
<i>As Group Leader I confirm that I take overall responsibility for the supervision and conduct of the trip and that I have briefed my Deputy Group Leader.</i>			
Group Leader			
<i>As Deputy Group Leader I confirm that I have sufficient knowledge that in the event of an emergency I am able to take over the role of Group Leader. I confirm that I have read and signed off the risk assessment for this trip.</i>			
Deputy Group Leader			
<i>Academy Business Manager signs to confirm financial viability of trip EVC signs to confirm that the forms are ready to be presented to SLT.</i>			
Academy Business Manager			
EVC			

<b>Please complete the remaining sections of this form once the trip proposal has been approved</b>
---

Address of Venue/Activity Site			
Post Code			
Phone numbers			
Is the venue accessible to disabled students and adults?		Yes	No

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Have the kitchen staff been informed if the trip is out over lunchtime?		Yes	N/A
Have all relevant Risk Assessments been carried out?		Yes	No
Are these Risk Assessments available for inspection?		Yes	No
Has a Provider Standards questionnaire been completed satisfactorily and returned		Yes	No
What transport will be used?			
<b>Transport companies:</b>			
Name			
Address			
Telephone			
Website			
email			
Has additional insurance cover been taken out for this trip?	Yes	N/A	
Insurance requirements checked with Academy Business Manager	Yes	No	
Do all staff, voluntary helpers and outside providers who have <b>unsupervised</b> access to students have DBS clearance.	Yes	No	
<b>UK Residential:</b> A fire risk assessment is in place and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.	Yes	N/A	
<b>Overseas:</b> Do premises comply with local Health and Safety regulations?	Yes	N/A	

<b>The following section should be completed for Outdoor and Adventurous Activities (OAAs). These are primarily Category C activities.</b>			
Name of activity provider if different from Venue/Centre Staff.			
What is the provider's Adventurous Activities Licensing Authority (AALA) Number?			
List the AALA licensed activities to be undertaken during the visit (i.e. category C activities)			
Has Provider been contacted to ensure instructor qualifications and operating procedures conform to those required in the Trips Policy?		Yes	No
List activities to be undertaken during the visit which are <b>not</b> covered by AALA regulations, or, when Academy staff are being used. ( <b>Typically category B and C activities.</b> )			
	Instructor's Name (if known)		
	Instructor's Qualification		



## Students Attending the Trip

List here all students who are **attending the trip**. Indicate students who may have financial difficulties paying for the trip (Pupil Premium) or whether they have vulnerabilities that should be taken into account in organising the trip (e.g. SEN, CP concern, ISP in place).

**Check on SIMS or with the HOH & SEN Dept if you are unsure.**

	Name of Invited Student	Year Group	FSM (✓)	Pupil Premium (✓)	Other Vulnerable (indicate)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

*Please continue on an additional sheet if there are more than 30 students attending this trip.*

## 6.5 Appendix E 'PROVIDER STANDARDS' QUESTIONNAIRE (PSQ)

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

<p>Name, address and phone number of provider organisation:</p>	
<p>The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.</p> <ul style="list-style-type: none"> <li>• Please tick all specifications you meet.</li> <li>• Indicate by a cross any you cannot meet.</li> <li>• Write N/A against any specifications which do not apply to your provision.</li> </ul>	
<p><i>Section A should be completed for all visits. Section B (adventurous activities) should also be completed if applicable.</i></p>	

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

<b>SECTION B – PROVIDERS OF OUTDOOR AND ADVENTUROUS ACTIVITIES</b>	
11. The provider meets the requirements of the Adventure Activities Licensing Authority (AALA).	
<b><i>For AALA licensable activities the specifications in this section may be checked as part of an AALA inspection. However, providers registered with AALA are also asked to consider the statements below with respect to any activities or aspects of their provision not covered by the licence.</i></b>	
12. The minimum ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body or, in the absence of this, the provider's Code of Practice and informed by a risk assessment.	
13. The provider operates a policy for staff recruitment, induction and training which ensures that all staff with a responsibility for participants are competent to undertake their duties.	
14. The provider maintains a written code of practice for each activity which is consistent with relevant National Governing Body guidelines or, in their absence, recognised national standards.	
15. Staff competencies are confirmed by the appropriate National Governing Body qualification for the activity to be undertaken, or staff have had their competencies confirmed by an appropriately experienced and qualified technical adviser.	
16. Visiting groups will have access to appropriate first aid. Centre based staff are practised and competent to respond to accidents and incidents.	
17. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.	
18. All equipment used for activities is suited to the task and adequately maintained and monitored in accordance with current good practice.	
19. If any of the above specifications cannot be met or are not applicable, please give details:	
20. Details of any accreditation with AALS, national governing bodies, tourist boards etc.	
Signed:	Date:
Name:	
Position in organisation:	
Tel:	
Email:	

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

## 6.6. Appendix F The Role of the EVC

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

### **The EVC must:**

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

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

### **The general role of the EVC is to:**

- assist in assigning a competent Party Leader to oversee and supervise the activity. i.e. someone with appropriate qualifications, or having a good track record of showing practical experience in similar situations
- ensure that educational objectives for the visit/trip are set and achievable
- ensure that DBS checks are completed on time for all necessary staff and adult supervisors
- undertake the required checks on the qualifications of activity providers, transport, standards of accommodation: this can be achieved effectively by asking providers to complete the Provider Standards questionnaire. (see 6.5 Appendix C, page 20)
- ensure appropriate emergency procedures and contingency plans are in place for each visit/trip
- advise on matters concerning students with special needs and ensure principles of inclusion for all are upheld where ever possible in line with the overall health and safety of those concerned with the visit/trip
- ensure that records, medical information and emergency contacts are kept up to date and accessible to those who require access
- generally support SLT in their decision making for visits, and
- ensure that each visit/trip ends with a report back (verbally or written) from the party leader to the SLT

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

## 6.7 Appendix G The Role of the Party Leader & Deputy Party Leader

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

The Party Leader and EVC need to liaise & work closely together. In particular the Party Leader should:

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

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

Deputy party leaders should be in possession of a complete set of documentation for the visit/trip identical to that held by the party leader. Where more than one vehicle is involved in the visit/trip, deputy leaders should travel separately from the party leader.

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

### 6.8 Appendix H – Risk Assessment

<b>HAZARD IDENTIFICATION AND CONTROL MEASURES TABLE</b>	
<b>POTENTIAL HAZARD</b>	<b>CONTROL MEASURES TO CONSIDER</b>
Inadequate Staffing and Supervision	<ul style="list-style-type: none"> <li>• ensure staffing levels are adequate and available to run the activity safely</li> <li>• thoroughly brief all staff and ensure roles and responsibilities are agreed and clearly defined, especially for any volunteer helpers and parent/carers/carers.</li> <li>• ensure staff are competent, experienced and suitably qualified to run the activities</li> <li>• have measures in place to reduce the chances of physical/verbal abuse or harassment to or by the public</li> <li>• draw up a code of conduct, to be agreed by all involved, to deal with unacceptable or disruptive behaviour.</li> </ul>
Activities Inappropriate for the Persons Involved	<ul style="list-style-type: none"> <li>• A <b>risk assessment</b> must be undertaken to ensure that any activities engaged in are within the physical limits of capability of all persons involved</li> <li>• consent and medical forms to be obtained and checked</li> <li>• emergency contacts should be established for ALL persons involved in the activities</li> <li>• ensure that there are no unresolved concerns over group members abilities to participate</li> <li>• careful consideration needs to be given to those with special educational needs.</li> </ul>

<p>Hazardous Terrain</p>	<ul style="list-style-type: none"> <li>• the leader of the activity must know the chosen area where the activity is to take place</li> <li>• any particular hazards in the area of the activity should be identified, i.e. cliffs, quarries, steep gullies, loose rocks, areas of water, railway lines, dangerous roads.</li> <li>• ensure the group, and their supervisors, can cope with the intended terrain</li> <li>• the area of the activity must be able to be effectively supervised, especially if 'remote supervision' is to be used</li> <li>• contingency plans should be drawn up in case the activity does not go to plan. If activities involve remote areas, emergency 'escape routes' should be planned</li> <li>• where activities are likely to take part in the hours of darkness, all persons should be issued with torches and spare batteries made available and be briefed concerning extra difficulties which could be encountered when moving around after dark.</li> </ul>
<p>Access and Environment</p>	<ul style="list-style-type: none"> <li>• ensure permission is granted for the area intended for the activity</li> <li>• adequate parking facilities should be arranged at the start and finish of the activity</li> <li>• identify, and avoid, any environmentally sensitive areas</li> <li>• ensure that leaders are aware of other groups who may be using the same area/facilities at the same time</li> <li>• all restricted areas should be known, i.e. military firing ranges, fishing, private land, grouse moors, forestry operation, quarrying etc.</li> <li>• where activities involve leading a group along a road (or anywhere where vehicles are operating), those supervising should wear high visibility clothing.</li> </ul>
<p>Inadequate Transport Provision</p>	<ul style="list-style-type: none"> <li>• for travelling to and from the activity, adequate provision is made for transport and in line with South Gloucestershire Council's guidelines this also extends to the hiring of transport from commercial providers</li> <li>• all private vehicle users must be licensed, competent and fully insured to carry passengers. Private vehicles and CYPs site transport must be road legal and basic safety checks should be carried out prior to use</li> <li>• additional supervision may need to be considered where public transport is to be used.</li> </ul>
<p>Persons Inadequately Prepared for the Activity</p>	<ul style="list-style-type: none"> <li>• appropriate clothing, equipment and footwear should be identified and agreed</li> <li>• Carefully brief Pupils/Children/Young People/students in respect to the expected conditions to be encountered i.e. weather, the degree of fitness required, estimated duration of the activity, travelling time, food and drink requirements etc.</li> </ul>

Persons Not Adequately Insured	<ul style="list-style-type: none"> <li>ensure that adequate insurance is provided for ALL aspects of the activity.</li> </ul>
Activities Planned in Unfamiliar Places	<ul style="list-style-type: none"> <li>issues such as crime should try and be determined in areas where the activity is planned</li> <li>procedures to reduce the risk of persons getting lost in large areas (city centres, theme parks etc.) should be prepared and all persons fully briefed i.e. pre-arranged meeting places, communications (mobile phones, radios)</li> </ul>
Unplanned & Uncontrolled Events	<ul style="list-style-type: none"> <li>consent, medical and emergency contacts should be established for all persons involved in the activity</li> <li>adequate first aid provision is available at all times and all persons are familiar with the trained persons</li> <li>establish procedures for sickness, toilet stops etc.</li> <li>local emergency services should be known and the best methods of summoning help</li> <li>there should be an expectation that particular activities may result in adverse effects on persons (especially younger persons) from 'white knuckle rides, travel sickness or those on medication or under the influence of drugs/alcohol.</li> </ul>
Persons Who Miss Transport Connections	<ul style="list-style-type: none"> <li>appropriate procedures are available i.e. emergency phone numbers, second 'sweep up' vehicle and getting home in the dark.</li> </ul>
Poor or Unexpected Weather Conditions	<ul style="list-style-type: none"> <li>weather and tide forecast, where appropriate, need to be referred to prior to the activity if it is likely to have an influence</li> <li>factors such as cold, rain, wind or heat should be considered if as these are likely to affect the safety of the group</li> <li>additional protection for sun, heat, should be considered</li> <li>a contingency plan must be drawn up in the event of unexpected weather conditions.</li> </ul>



Persons Who Get Lost Accidentally	<ul style="list-style-type: none"><li>• ensure all persons are advised of an agreed site to wait if they find themselves lost i.e. central customer services if in a theme park, seek police or security personnel or to wait where they are if in wide open areas</li><li>• if mobile phones are available, all persons know the number of the supervising staff and vice versa</li><li>• agree a site where the whole group can gather for a head count (perhaps a couple of times a day) if in an area such as a theme park</li></ul>
Persons Who Abscond	<ul style="list-style-type: none"><li>• additional supervision should be considered where there is reason to suspect that a persons may abscond during an outdoor activity. In extreme cases, Pupils/Children/Young People may have to be excluded from the activity</li></ul>

## 6.8 Appendix I HWA RISK ASSESSMENT PROFORMA *to be completed by the Group Leader*

Title of Activity/Event: \_\_\_\_\_ Date of Activity/Event: \_\_\_\_\_ Group Leader Name: \_\_\_\_\_

Group leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy group leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

EVC signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 1

What Is The Task/Activity or Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who Is affected or exposed to hazards?	What Degree of Injury Can be Expected (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What Likelihood/Probability is there of an Accident accruing? Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix table 2)?
Driving – personal car	<ul style="list-style-type: none"> <li>Distraction caused by:                             <ul style="list-style-type: none"> <li>Mobile phones</li> <li>Navigation systems</li> <li>Entertainment systems &amp; high noise levels</li> <li>Behaviour of passengers</li> <li>Eating &amp; drinking</li> <li>Insecure loads</li> <li>Stress or Road Rage</li> <li>Illness or back pain</li> </ul> </li> <li>Fatigue:                             <ul style="list-style-type: none"> <li>Sleeplessness</li> <li>Inability to concentrate</li> <li>Long work hours</li> </ul> </li> <li>Neglect:                             <ul style="list-style-type: none"> <li>Poor maintenance of vehicle</li> </ul> </li> <li>Journey:                             <ul style="list-style-type: none"> <li>Getting in &amp; out of vehicle</li> <li>Long driving hours</li> <li>Getting lost</li> <li>Weather conditions</li> <li>Collision or loss of control</li> </ul> </li> </ul>	All drivers using vehicles for schools business, other road users and members of the public plus passengers.	Fatal	<ul style="list-style-type: none"> <li>Drivers must have business use category for the vehicle for activities connected with school business. This must include carry of students.</li> <li>Driver must understand and comply with the Highway Code</li> <li>Drivers must ensure that the vehicle is in a roadworthy condition. Drivers should carry out basic safety checks on the vehicle before commencing a journey</li> <li>The driver is responsible for ensuring that any load carried does not exceed the stated weight capacity of the vehicle. All loads must be appropriately secured to prevent objects shifting during transit.</li> <li>Drivers should make themselves aware of any adverse weather conditions that may impact upon their journey and allow additional time as part of their plans. Drivers</li> </ul>	Remote	Medium

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

				<ul style="list-style-type: none"> <li>• Drivers should take adequate rest breaks during their journey ~ recommendation is to take at least a 15 minute break every 2 hours of continuous driving. Wherever possible these breaks should be taken in areas where access to welfare facilities is available e.g. local services / motorway service stations. Pregnant women may require more frequent rest breaks.</li> <li>• Drivers may opt to make the journey by public transport to avoid the anxiety associated with driving.</li> <li>• Drivers should allow sufficient time to complete their journey in order to avoid the anxiety associated with traffic congestion or being late for a meeting.</li> <li>• Drivers should plan to make their journey during their normal working hours. Where an early start or late finish to a journey is unavoidable provision must be made for more frequent rest periods to mitigate the effects of tiredness and fatigue upon driving performance.</li> <li>• Only hands free mobile devices are not to be used when driving.</li> </ul>		
Travel - coach	<ul style="list-style-type: none"> <li>• Access &amp; egress from vehicle</li> <li>• Travel sickness</li> <li>• Vehicle Breakdown</li> <li>• Lack of First Aid arrangements</li> <li>• Traffic collision</li> </ul>	Students, staff, other assisting adults	Fatal – traffic collision  Minor - other	<ul style="list-style-type: none"> <li>• Driver to carry out vehicle checks before departure</li> <li>• Staff must count all students before each departure</li> <li>• Ensure adequate supervision – ratio roughly 1:15</li> <li>• Children put into pairs, do not rush towards the transport, line up sensibly – use footpaths</li> <li>• Pick up and drop off points set in clear safe places with room to accommodate group size and potential hazards e.g. passing traffic identified</li> </ul>	Remote – traffic collision  Possible - other	Medium – traffic collision  Low - other

				<ul style="list-style-type: none"> <li>• Adult to monitor crossing points from coach / minibus</li> <li>• Children asked to sit in designated seats and to put seatbelts on, raise hands if they have any issues, told not to get up from seat/undo seatbelt without instructions from adult.</li> <li>• Children instructed to keep noise level low as not to distract the driver</li> <li>• Stop/rest at services - agreed with the driver if required</li> <li>• Group Leader and assistant(s) to ensure all children have their seatbelts fastened</li> <li>• Group Leader to undertake headcounts when getting on and off the coach</li> <li>• All to keep bags under their own seats, not in the aisle</li> <li>• Use of reputable coach company with qualified driver and responsibility for roadworthiness</li> <li>• Coach company – check policy on breakdown</li> <li>• Indicate where the emergency exit and make sure it is clear</li> <li>• Inform children where the first aid/sick bucket is in the event of an emergency</li> <li>• If watching DVD make sure it is age restriction appropriate</li> </ul>		
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Travel – locally on foot	<ul style="list-style-type: none"> <li>Poor student behaviour</li> <li>Lost student</li> </ul>	Students, staff, other assisting adults	Fatal – traffic collision  Minor - other	<ul style="list-style-type: none"> <li>Annual letter home with permission slip to authorise walking trips throughout school year.</li> <li>Staff must count all students before each departure</li> <li>Ensure adequate supervision – minimum of 1:10 staff to student ratio</li> <li>Do not rush towards the transport, line up sensibly – use footpaths</li> <li>Students walk in pairs.</li> <li>Staff / helpers to be spread across class line.</li> </ul>	Remote – traffic collision  Possible - other	Medium – traffic collision  Low - other
During activity – tailor this row to your activity	<ul style="list-style-type: none"> <li>Bad student behaviour</li> <li>Lost student</li> <li>Injury (i.e. first aid arrangements &amp; hospital arrangement)</li> <li>Fire (i.e. local fire evacuation procedures)</li> <li>Hospital</li> </ul>	Students, staff, other assisting adults	Minor? Major? Fatal?  <i>Use Table 1 to assist you.</i>	Enter procedures in place to reduce these risks.	Likely / Frequent? Probable? Possible? Remote? Improbable?  <i>Use Table 1 to assist you.</i>	Low? Medium? High?  <i>Use Table 2 to assist you.</i>  <b>IF HIGH OR MEDIUM ADD TO SECTION 2</b>

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

## HWA RISK ASSESSMENT ACTION PLAN

### SECTION 2

What is the Hazard You need to control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to at least the <b>MEDIUM RISK RATING</b> or ideally the <b>LOW RISK RATING</b> ?	Who is responsible for implementing these controls?	When are these controls to be implemented? (Date)	When were these controls Implemented? (Date)
Driving – personal car				
Driving – school minibus				
Travel – coach				
Travel – locally on foot				
During activity				



## RISK ASSESSMENT MATRIX

(Notes to aid completion of the Risk Assessment format)

**Table 1**

Degree of Injury	Meaning	Likelihood/Probability	Meaning
Fatal	Loss of life / life threatening injuries	Likely / Frequent	Occurs repeatedly / event only to be expected
Major Injury or Permanent Disability	Serious Injuries such as major loss of blood, fractures, dislocations, debilitating injuries and ill health likely to result in absence from work	Probable	Not surprised / will occur several times
Minor Injury	Minor cuts, abrasions and muscle strains requiring first aid but nothing more, no absence from work	Possible	Could occur sometimes
No Injury	No injury but could easily lead to property damage / loss	Remote	Unlikely, though conceivable
		Improbable	So unlikely that probability is close to zero

**Table 2**

Risk Rating – Degree of injury by Likelihood / Probability						
	Likely	Probable	Possible	Remote	Improbable	
Fatal	Unacceptable	Unacceptable	High	Medium	Low	
Major Injury or Permanent Disability	Unacceptable	High	Medium	Low	Low	
Minor Injury	High	Medium	Low	Low	Low	
No Injury	Medium	Medium	Low	Low	Low	

Action Required - Key to Ranking	
<b>UNACCEPTABLE RISK</b>	<b>STOP ACTIVITY!</b> Action <b>MUST</b> be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>HIGH RISK</b>	Reasonable steps <b>MUST</b> be taken to reduce the risks. Implement additional controls to make it safer.
<b>MEDIUM RISK</b>	Risk to be reduced if the benefits outweigh the costs. If it is easy and the cost to make it safer is not prohibitive – do it! To be <b>MONITORED.</b>
<b>LOW RISK</b>	Risk is regarded as acceptable. The risk is no more than is likely to be encountered in normal life. To be <b>MONITORED.</b>

## 6.10 Appendix J: Trip Planning and Preparation

### Stage 1: PROPOSING A TRIP

- Trip leader completes proposal section of the **trip proposal/approval form** saved in **G Drive: 08. Education Trips and Visits** and sends to EVC via email for discussion with SLT. (7 or more weeks in advance of trip)
- If trip is approved, complete **trip approval** section of the form
- When costing the trip, remember to add the cost of cover for both teachers and TAs attending the trip.
- Copy of eligible students attending sent to DDSL, SENCO, pastoral lead by team leader to screen for potential issues.

### Stage 2: EVOLVE & TRIP DOCUMENTATION

- Log into Evolve (see EVC if you are unable) and add your trip
- Complete the questions EVOLVE asks and upload your trip proposal/approval form – this must be done 6 weeks in advance of the trip 12 for category C/residential trips.
- Provide the EVC with a named individual should the named person become unavailable (either through illness or staff changes ) so that anyone planning a trip knows who to contact should the named person have left the Academy.
- Liaise with Professional Services to book transportation.
- Draft a trip letter on Academy headed paper (saved in G drive: education trips and visits: 2023-24 documents) and send to professional services for proof reading. Once approved liaise with Professional Services to print and hand out letters and essential information forms.
- Complete a risk assessment and send to Kevin Denford for approval [k.denford@hanhamwoods.academy](mailto:k.denford@hanhamwoods.academy) for help with risk assessments see EVC/Kevin. **Risk assessment templates and examples are saved in G drive: Education Trips and Visits**
- Upload trip letter, register and risk assessment to Evolve.
- Check with DSL and SENCO if there are any specific needs that need to be considered. Where appropriate, add details to Risk Assessment.
- Monitor return of trip permissions via the professional services team. Trip leader takes responsibility for chasing up responses.

### Week of the trip

- Any students who have not returned permissions are no longer able to attend the trip.
- Notify canteen of FSM needed more than 1 day in advance of trip.

### Day of the trip

- Collect documents pack from Professional Services to take with you on the trip.
  - 1) Signed risk assessment
  - 2) Student contact details + medical consent
  - 3) First aid pack
  - 4) School mobile phone
  - 5) Coach registers for each coach to be shared with all staff on trip and Attendance Clerk
  - 6) Students and staff must travel on the coach allocated to them at all times
- Collect free school meals (collected from the canteen)
- Ensure that correct staff and students get onto assigned coaches. Photocopy completed coach register and leave with reception (taking another copy with you for pm registration)

### Post Trip Evaluation

- How did the trip go? Email a **brief** evaluation/summary of the trip to the EVC.
- Report all accidents and near misses on to Evolve AND Academy Accident and Near-misses Report form in Reception.
- Could a student(s) write a 'report' or article about the trip to be shared and celebrate the success of the trip and to promote future trips? Social Media

## 6.11 Appendix K - Party Leader Final Check List for Trips & Visits

If approval has been granted the following must be carried out	
<b>All Trips</b>	<b>Checked</b>
Detailed itinerary prepared for the trip	
Letter sent to parents/carers - <i>Admin team to send out official letter</i>	
Risk Assessment complete and forwarded to EVC	
Main Reception informed of trip	
Travel arrangements made	
Tickets purchased	
Permission slips received from all students	
Kitchen notified number of Free School Meals students for packed lunches.	
All Student contributions collected	
School Mobile Collected from the Academy Business Manager	
Information pack produced for Trip Co-ordinator and Reception (inc. itinerary, consent forms, emergency contact numbers)	
Arrangements for carrying special medication for students finalised	
Cover arrangements finalised	
Students & staff briefed on procedures (inc discipline, behaviour and dress code)	
Site team informed of trip if arriving back after 6.00 pm or leaving before 7.30am.	
<b>Trips longer than one day</b>	<b>Checked</b>
Follow up letter to parents with full details sent	
Accommodation checked to best of ability	
Identity cards arranged	
Parents information briefing held (if necessary)	
<b>Overseas Trips</b>	<b>Checked</b>
Accommodation checked to best of ability	
Parents information briefing held	
Student/Staff passports checked	
Passport arrangements agreed	
Insurance arrangements made	
Health Insurance Forms completed	
Visas in place if necessary	
Inoculations arranged if necessary	
Arrangement for foreign currency made	
Emergency telephone communication network planned	
Copies of Health Insurance, group&, individual passports and other documentation made	
Final details sent to parents	