



HEALTH AND SAFETY POLICY

OFF SITE VISITS AND TRIPS

AIM: To set out the overarching principles and responsibilities with regard to visits and trips undertaken by students.

ESSENTIAL POLICY FOR: Governors, Heads Teachers, Visit Leaders and Organisers

Date issued: 10th April 2017 by G.McCurley, Health and Safety Manager

Last review: 31st July 2020 by C Lloyd Health and Safety Officer.

Next review August 2021

COVID-19. REFER TO LATEST ISSUE OF SET GUIDANCE WHICH TAKES PRECEDENCE OVER ALL EXISTING SET POLICIES IN THE EVENT OF A CONFLICT.

1. INTRODUCTION

This policy supports the Health and Safety strategy for schools within the Sapientia Education Trust (SET). It sets out how schools should decide if a visit or trip should take place and the associated responsibilities of members of staff and governors. It serves to meet the employer's duties under the Health and Safety at Work Act 1974 and associated Regulations. The policy is reviewed annually or in the event of any significant change to the management structure or a significant incident involving an offsite trip. For the purposes of this policy the term 'visit' is used to include what is understood to be a trip. The term Head Teacher should be taken to mean the person in charge of the school if a different job title is used.

2. DEFINITION

2.1 Any occasion when a student attends another location for the purposes of a school sponsored activity is subject to the requirements of this policy. Typically, these include-

- Visits to other locations as part of the curriculum or for social purposes as part of school life. These may be residential or non-residential.
- Sporting events.

2.2 The journey to and from the venue forms part of the overall activity, other than when students travel independent of school provided transport or arrangements.

2.3 A joint visit is one undertaken with another educational establishment, where travel to the location and supervision at the event may be shared. A joint visit includes an occasion when a pupil is attending another school and journeys away from that establishment as part of the curriculum.

2.4 Simply attending a venue at which other schools are present is not a joint visit.

3. STANDARDS APPLIED TO ARRANGEMENTS

3.1 The standards used, follow guidance provided within the 2011 Employer Guidance for the Management of Outdoor Learning, Off Site Visits and Learning Outside the Classroom.

3.2 The guidance is provided by the Outdoor Education Advisers' Panel (OEAP).

3.3 The OEAP comprises of the nominated representatives of the Chief Officers of Local Authorities in England, Wales or Northern Ireland. It provides a forum for sharing and developing good practice in Outdoor Learning / Learning Outside the Classroom.

3.4 The OEAP guidance encourages a non-prescriptive risk based approach to many aspects of the planning and delivery of a visit.

3.5 HSE key messages (June 2011) are particularly relevant to the standards expected of schools within the SET and are fully supported-

- Those running school trips need to focus on the risks and the benefits to people -not the paperwork.
- Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.
- Well managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.

4. CATEGORIES OF VISITS

4.1 The SET adopts a three-stage model for visits, level 1 being the lower and 3 being the higher level of risk and/or complexity.

Level 1-

- To a specific location where the primary risk is the journey and the venue or activity is non-hazardous such as to schools, displays, theatres or cinemas and venues regularly used by the School.
- To a specific location where the activity is part of the school curriculum such as sports, music or the arts and does not present an unusual or complex hazard.

Level 2-

- To any location where the journey, venue or activity presents a higher risk than level 1.
- Any adventurous type activity requiring enhanced planning and control measures, such as but not exclusive to remote location outdoor activities.

- An activity on or in close proximity to water will be a minimum of level 2.
- A joint visit will be a minimum of level 2.

Level 3-

- All residential visits.
- Any higher risk adventurous activity.

5. EVOLVE

5.1 This is an electronic system by which the planning and arrangements around a school visit receive external verification by the Educational Visits Advisor for Norfolk County Council.

5.2 Details of all visits must be recorded on the system by the school.

5.3 For a joint visit, it provides a means for schools to communicate regarding arrangements.

5.4 The entry of details onto the system is the responsibility of the member of staff leading the visit. Submission for approval by the Head Teacher is the responsibility of the designated Educational Visits Coordinator (EVC) for the school.

6. RISK ASSESSMENT

6.1 Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the 'EVOLVE' visit form itself, and where appropriate, any event specific notes or attachments.

6.2 For all offsite visits and trips the EVC 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 e.g. Level 1 are quick and easy to organise, and higher-risk activities e.g. Level 2 and above (such as those involving climbing, skiing or water-based activities) are properly planned and assessed.
- risk assessments from specialist higher risk activity providers involved must form part of the overall risk protection strategy for the trip.
- 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.

6.3 Generic risk assessment examples for Level 1 activities are included at Annex B as used by Wymondham College on EVOLVE. Higher risk activities by their nature require a

more bespoke approach however the methodology for assessing the risk of harm is the same. SET school EVC's are encouraged to compile their own "event-specific" risk assessments which can then be reviewed and re-used as required.

6.4 When drafting risk management documentation for higher risk activities the SET Health and Safety Officer is available to EVC's for consultation and advice as required.

7 APPROVAL

7.1 Staff must seek provisional approval from the Head Teacher before making any booking or financial commitment or advertising the visit.

7.2 Once the details have been submitted via EVOLVE approval for any visit is the responsibility of the Head Teacher.

7.3 The outline plan for any residential visit must also be approved by the Chair of Governors.

7.4 EVOLVE requires the submission of information no later than 30 days for residential and 14 days for non-residential visits before departure. In exceptional circumstances, should an opportunity arise at short notice, Head Teachers have the authority to approve a visit, subject to the same details and documents being available at the school as would have been uploaded to EVOLVE.

7.5 Those planning visits must allow sufficient time for approvals to be considered.

8 ROLES AND RESPONSIBILITIES

8.1 These are set out in annex A.

8.2 In the circumstances where the person organising the visit and specifically any safety related arrangements is not attending the visit, it is their responsibility to fully brief the Visit Leader and to ensure the planning responsibilities for the Visit Leader are met.

9 SAFEGUARDING

9.1 Safeguarding must be central to the planning of any visit. This must form part of the risk assessment for the visit.

10 EVALUATION AND REVIEW

10.1 The Evolve system allows for the recording of evaluation.

10.2 Where an evaluation indicates a failure or weakness in the school or this must be reported to the Head Teacher.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Visit Leader	<p>To secure provisional approval from the Head Teacher before making any booking or commitment to a visit.</p> <p>To submit proposed visits within the required time scale.</p> <p>To provide sufficient information to enable approval.</p> <p>Ensure the parent/carer provides consent and is aware of any adventurous activities to be undertaken.</p> <p>To ensure supporting documentation such as the nominal roll is in place.</p> <p>To ensure Head Teacher approval has been secured for the Visit.</p> <p>To ensure any student absence from class has been notified to the relevant teachers and there is colleague agreement to the absence.</p> <p>To ensure staff cover arrangements have been approved.</p> <p>To manage a visit safely, efficiently and to achieve the intended outcomes.</p> <p>To ensure financial regularity.</p>
Supporting staff on the visit	<p>To support the visit leader in providing a safe event which meets the intended outcomes</p> <p>To manage the safety and conduct of pupils</p>
Chair of Governors	To consider and approve in principle any proposed level 3 visit
Educational Visits Coordinator	<p>To submit details via Evolve once provided by the visit leader</p> <p>To liaise with the Norfolk County Council Educational Visits Advisor</p> <p>To ensure the completion of the Evolve system</p>
Head Teacher	To approve visits once satisfied that the appropriate arrangements are in place and that the planning provides for a safe and suitable visit.

GENERIC RISK ASSESSMENTS

The following generic risk assessments used by Wymondham College are attached for information.

- Coach Travel
- Minibus Travel
- Car or Taxi Travel
- Rail Travel
- TFL Tube Travel
- Visit to low risk premises or indoor activity
- Sports Fixture
- Visit to a low risk outdoor venue or activity



Generic Low Risk Off
Site RAs