

Health and Safety of Pupils on Educational Visits

Responsibilities for Visits

REDSTONE EDUCATIONAL ACADEMY

1. The Head Teacher's agreement must be obtained before a visit takes place.
2. The visit should comply with regulations and guidelines by the academy's own Health and Safety Policy.
3. All members of the group (e.g. includes Head Teacher if a part of the group) has to follow the instructions of the group leader.

4. Head Teachers should ensure:

- 1) Adequate child protection procedures are in place
- 2) The risk assessment has been completed
- 3) The group leader has experience in supervising the age groups going on the visit
- 4) Group leaders are given sufficient time to organise visits properly
- 5) Ratio of supervisors to pupils is appropriate
- 6) Parents have signed the consent form
- 7) Arrangements have been made for medical needs and first aid
- 8) Mode of transport is appropriate
- 9) Travel times out and back are known including pick up and drop off points
- 10) There is relevant insurance cover
- 11) They have the address and phone number of the visit's venue and have a contact name
- 12) A school contact has been nominated (this may be the Head) and that the group leader has details
- 13) The group leader has a copy of the emergency procedures
- 14) The group leader has the names of all pupils and adult travelling in the group and the contact details of parents and the teachers' next of kin.
- 15) There is a contingency plan for any delays

Group Leader:

The group leader should have the overall responsibility for the supervision and conduct of the group.

The group leader should:

- 1) Obtain the permission of the head teacher for the visit
- 2) Appoint a deputy
- 3) Clearly define each group supervisor's role and ensure all tasks have been assigned
- 4) Undertake and complete the planning of the visit including briefing of supervisors and parents
- 5) Undertake a complete and comprehensive risk assessment
- 6) Ensure that all adults are fully aware of what the proposed visit involves
- 7) Consider stopping the visit if the risk to health and safety of the pupils is unacceptable
- 8) Ensure that the group's teachers have details of pupil's special needs

Teachers:

Teachers must do their best to ensure the health safety of everyone in the group and act as any reasonable parent would do. They should:

- 1) Follow the instructions of the group leader
- 2) Help to maintain control and discipline consider stopping an activity if they feel the health and safety of the pupils is unacceptable.

Responsibilities of the pupils:

The group leader should make it clear to the pupils that they must:

- 1) Not take unnecessary risks
- 2) Follow the instructions of the leader and teachers including those at the venues
- 3) Behave sensibly and responsibly
- 4) Look out for anything that might hurt themselves or anyone else in the group and inform the group leader

Parents:

Parents should be able to make an informed decision on whether their child should go on the visit.

Parents will need to:

- 1) Provide the group leader with emergency telephone numbers
- 2) Sign the consent form
- 3) Give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit

Transport

The group leader must give due thought to:

- 1) Length of journey, type of journey, traffic conditions and arrangements in case of breakdown/emergency
- 2) Stopping points for a long journey
- 3) Level of supervision (to be included in risk assessment)
- 4) That all seat belts are in working order
- 5) Safety when crossing roads as part of the journey
- 6) Safety on buses, trains, ferries and boats (misbehaviour is a main cause of accidents on such means of transport)

Risk Assessments

The risk assessment should be based on the following considerations:

- 1) What are the hazards?
- 2) Who might be affected by them?
- 3) What safety measures need to be in place
- 4) Can the group leader put the measures in place?
- 5) The person carrying out the risk assessment should record it and give copies to all
- 6) An exploratory visit should be made
- 7) Which should ensure that the venue is suitable
- 8) Check with other schools who have visited the venue

Frequent visits to swimming pools and playing fields and other local venues may not need a risk assessment every time. A generic assessment should be made regularly and careful monitoring should take place.

First Aid

First aid should form part of the risk assessment. The level of first aid should be discussed with the Head and Group Leader.

The Group Leader should have a working knowledge of first aid. For adventurous activities one of the group should be a fully trained first-aider.

The minimum first aid provision for a visit is:

- 1) A suitably stocked first-aid box.
- 2) A person appointed to be in charge
- 3) Consider the numbers in the group
- 4) Consider the likely injuries
- 5) Consider the distance of the nearest hospital

The first aid should consist of:

- 1) Leaflet giving general advice
- 2) Six individually wrapped sterile adhesive dressings
- 3) One large sterile unmedicated wound dressing approx 18cm x18cm
- 4) Two triangular bandages
- 5) Two safety pins
- 6) Individually wrapped moist cleansing wipes
- 7) One pair of disposable gloves
- 8) A resuscitate (for hygienic mouth to mouth resuscitation)

Further information and necessary forms are to be found in the DfE document entitled 'Health and Safety of Pupils on Educational Visits' which can be found in the staff office.

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