

## HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY (Whole School)

### **BEFORE THE TRIP/ACTIVITY**

1. Complete a Trip Request Form (attached) and ask a member of the Senior Management Team management for approval.
2. Read the ICS 'Health and Safety on Educational Visits Policy'.
3. After the activity has been approved:
  - Inform the teachers who will be involved in the trip as soon as possible and add to the ICS Calendar;
  - Send a copy of the Trip Request Form to reception;
  - Write a letter to parents with information about the trip;
  - Complete a Risk Assessment Form (attached)
  - Check information about the students who will be going on the trip, e.g. relevant medical history: asthma, epilepsy; behaviour problems; IILP etc.
  - Write a detailed programme of the trip/activity and share it with all the staff who will be involved in the trip/activity.

### **THE TRIP**

#### **A. EACH MEMBER OF STAFF GOING ON THE TRIP (AND THE OFFICE) MUST HAVE:**

1. A detailed programme of the trip/activity (timetable, meeting points, maps, rules)
2. Student list
3. Risk Assessment Form
4. Guidelines for teachers
5. Contact numbers for:
  - ICS;
  - Teachers and co-teachers
  - Drivers' contact numbers (ensure your mobiles are switched on)
6. Meeting point details in case of an emergency
7. If a student does not have written permission, signed by parents/guardians, s/he **CANNOT** go on the trip.

#### **B. EACH TEACHER IS RESPONSIBLE FOR THEIR CLASS AT ALL TIMES**

#### **C. THE GROUP LEADER SHOULD HAVE A LIST OF ALL STUDENTS AT ALL TIMES**

Before departure:

- Prior to all school trips, the students should have been well informed of the place they are going to visit. If students are new to the country then this is particularly important.
- Teachers on the trip must collect group lists from group leader.
- Assemble group together in the canteen. Ensure that all students in each group have the school phone number.
- Remind all students in each group of the behaviour that is expected of them (e.g. use of mobile phones, mp3s etc).
- Do a head-count. Ask students to be quiet and still whilst doing the headcount.
- Check that the buses are ready to depart and that all other groups are ready to go.

- Take groups ONE BY ONE to the buses.
- Ask students on the bus to sit down and fasten seat belts. The bus should not move until this is done. Students must not eat or drink on the bus.

Upon arrival and during trip:

- Establish a meeting point and inform students where it is.
- Teachers must ensure that groups are kept together, to avoid confusion.
- Only allow trustworthy students to explore museums, galleries on their own. This is a privilege and should be withdrawn if students misbehave.
- Remember, the teacher-student ratio is 1:8 for students under the age of 12 and 1:15 for students under 15, with a minimum of two teachers present at all times.
- All students should carry their student cards which show their home number, address and school emergency number.
- Teachers should load and unload buses from the kerbside only, and stop students from running onto the road, or putting themselves in any danger.
- There should be at least one teacher on each bus.
- Check that everyone knows where and when to meet should they become separated from the rest of the group.
- If the group is too large to stay together throughout the whole of the visit, teachers should arrange to split into smaller, more manageable groups.
- Students should stay with their teacher at all times. If students want to look around in smaller groups, they must be over 14 years of age and in groups of three.
- In the event of an accident during the visit, teachers should make use of first aid facilities available at the site being visited.
- Remember, if it becomes necessary for an injured student to be accompanied to hospital/doctor's surgery, the remainder of the students MUST NOT be left unsupervised.

#### **D. IF YOU ARE WALKING STUDENTS TO ANOTHER LOCATION:**

- Students should walk in pairs all the times
- If students do not walk in pairs or do not keep up, stop the group
- If there are two teachers, one teacher must walk at the back and one at the front of the group
- If there are three teachers, one teacher must walk at back, one at the front and one in middle
  - FRONT TEACHER: Do not let anyone pass you, keep your group walking at a good pace.
  - BACK TEACHER: Do not let any student behind, keep up the pace
- At crossings:
  - Front teacher waits for ALL THE GROUP to be ready to cross
  - Front teacher leads group across road.
  - Back teacher moves up the line to make sure the traffic doesn't move and look after students as they cross the road.
- NO STUDENTS SHOULD CROSS ON THEIR OWN – EVER!!!!

*Updated: February 2011*

*Review date: February 2012*

**TRIP REQUEST FORM**

<b>1. GROUP LEADER</b>	
<b>2. PLACE OF VISIT / DESTINATION/DATE</b>	
<b>3. TIME LEAVING SCHOOL:</b>	
<b>4. RETURNING SCHOOL:</b>	
<b>5. TRANSPORT (Public / School/ Walk)</b>	
<b>6. STUDENTS NAMES</b>	
<b>7. PAYMENT REQUIRE (Specify)</b>	
<b>8. YEAR GROUP</b>	
<b>9. SUBJECT</b>	
<b>10. UNIT OF STUDY</b>	
<b>11.</b>	
<b>12. SPECIFIC OBJECTIVE.</b>	
<b>13. IF STUDENTS NEED TO BE COLLECTED FROM OTHER PLACE DIFFERENT TO SCHOOL PLEASE SPECIFY WHERE AND AT WHAT TIME.</b>	
<b>14. OTHER TEACHERS – LSA</b>	

**STUDENTS RATIO**

1:15 for students under 15, with a minimum of two teachers at all times. Some SEN students may need a co-teacher depending on their needs.

**RISK ASSESSMENT FORM**

<b>Date of activity:</b>		<b>Venue:</b>		<b>Location:</b>		<b>Supervision Ratio (S:T) =</b>		
<b>Description of activity:</b>								
<b>People at risk:</b>								
<b>Hazard:</b>						<b>Risk Rating: (L x S = R)</b>		
						<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1.								
2.								
3.								
4.								
5.								
6.								
<b>Likelihood</b>	Very unlikely = 1	Unlikely = 2	Likely = 3	Very likely = 4	Certain = 5			
<b>Severity</b>	Minor injury = 1	Minor requiring FA = 2	Serious injury = 3	Likely death/ serious injury = 4	Certain death = 5			

<b>Precautions taken:</b>
1.
2.
3.
4.
5.
6.

<b>Review of Activity:</b>						<b>Risk Rating: (L x S = R)</b>		
						<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>
1.								
2.								
3.								
4.								
5.								
6.								

<b>Future Recommendations:</b>
Please indicate the changes below:

<b>Nothing to report:</b>	<b>Name of Assessor:</b>
<b>Assessor's Signature:</b>	<b>Date:</b>