

ST.EDWARD'S SCHOOL

POLICY ON HEALTH & SAFETY ON ACTIVITIES OUTSIDE SCHOOL

The School will run educational and recreational trips for pupils. The safety of pupils and staff on such trips will be paramount. Appropriate Risk Assessments, having regard to 'DFES Publication HSPV2 – "Health and Safety of Pupils on Educational Visits"' will be carried out before any trip is authorised. Staff responsible for trips will rigorously comply with the school's Risk Assessment procedures.

IMPLEMENTATION & PROCEDURES

HSPV2 outlines ten areas that must be considered either before, or during the planning of a trip. All staff have a responsibility to familiarise themselves with its contents.

- i) **Responsibility for visit, including pupil's behaviour**
All parties should be aware of their responsibilities. This includes the Headmaster, Group Leader, staff/volunteers on the trip and indeed students. The Group Leader must brief accompanying staff and students appropriately on all matters, including behaviour. A Behaviour Code must be signed by all students before going on a residential trip.
- ii) **Planning Visits, including risk assessments and first aid**
The Group leader must complete the school planning sheets and risk assessment documents discussing with the Deputy Headmaster as appropriate. Provision of First Aid is highlighted in those documents
- iii) **Supervision, including ratios and vetting checks (for example CRB checks for volunteers on overnight stays)**
Ratios shall be determined according to the details of the trip and in discussion with the Deputy Headmaster. (Guide – minimum of 1:10 for residential trips and 1:12 for all other trips). CRB checks will be required for volunteers
- iv) **Preparing pupils, including special and medical needs**
The 'Information for Students' sheet in the risk assessment must be completed and discussed with participating students. The group Leader must be aware of special/medical needs of any students and act accordingly to allow as full a participation as possible.
- v) **Communicating with parents**
Consent should be sought if the trip/event is outside of school hours, involves a cost or involves the use of a private car. Medical information is sought through the usual consent form. Clarion call details should be taken by the group leader. Longer trips may require a briefing for parents at school, eg Morfa bay, Expeditions
- vi) **Planning transport**
School approved transport companies should be used. Exceptions should be discussed with the Deputy Headmaster. Only authorised staff may drive the minibus or Land Rover (list with Dep Hd/Bursar)
- vii) **Insurance**
The school has world-wide travel insurance
- viii) **Types of Visit**

There are 4 categories of trip as defined below. The correct procedure for each must be followed as appropriate. Extra guidance is given in each Risk Assessment booklet.

ix) **Visits abroad**

Extensive planning, well in advance, is required. School approved Tour Operators are expected to be used. Where this might not be the case, discussion with SMT is required.

x) **Emergency procedures, including contact details and permission for emergency medical treatment if the parents can not be contacted**

The Group Leader would usually take charge. The school must be contacted as soon as possible. The school will contact as appropriate, parents, tour operator, insurers, Embassy. Parental contact details are held by the Group Leader and held separately by the school.

Procedure

1. There are four categories of trip:

- a. Any trip involving a night away, overseas or “risky” activities such as swimming, outdoor pursuits and Duke of Edinburgh expeditions. **Yellow Booklet required**
- b. Day trips only, not involving “risky” activities. **Blue Booklet required**
- c. **Generic Risk Assessments** cover the P.E. Department and certain trips to previous venues, where the risks are exactly the same from year to year
- d. CCF trips. **Standard MOD forms** for risk assessment are used. Cadets operate under local Health and Safety rules.

2. When a teacher wishes to run a school trip the following **procedure** should be followed:

- a. Discuss the trip with the Headmaster and obtain provisional approval in principle.
- b. Fill out a trip proposal form (green form – available in the blue tray next to the staff pigeonholes), and hand it to the Deputy Headmaster. This will then be considered by the SMT and, if approved, signed by the Headmaster. **N.B. At this stage, the trip is only approved subject to the satisfactory completion and approval of the Risk Assessment.**
- c. The School Secretary will then display the signed form for 10 days on the trips board in the Staff Room (to give colleagues an opportunity to query the participation of any pupil for any reason).
- d. The School Secretary will also issue the teacher in charge with a numbered booklet (blue or yellow, as above) to complete. This booklet will constitute the written record of the Risk Assessment for the trip.

- e. The teacher should obtain all the necessary parental consents and fill in all sections of the Risk Assessment booklet. The teacher should seek appropriate advice, if required, on how to carry out the Risk Assessment. **The DFES Publication HSPV2 – “Health and Safety of Pupils on Educational Visits” is a useful good practice guide.** The Deputy Headmaster keeps a copy. The Deputy Headmaster will also direct the teacher to appropriate other staff who can provide assistance. **However, the teacher in charge of the trip is him/herself responsible for the Risk Assessment. If the teacher feels unable to carry out the Risk Assessment satisfactorily, the trip must be cancelled and the Headmaster informed.**

- f. For a category c trip, the Generic Risk Assessment for the trip, which is kept in the Main Office, must be reviewed by the teacher in charge of the trip, updated if required, completed and then procedures h-k below should be followed.

- g. For category d trips, the standard MOD form, which is kept in the CCF Office, must be completed and then procedures h-l below should be followed.

- h. The booklet is now passed to the Deputy Headmaster for final approval and signature. **The booklet must reach the Deputy Head by the following deadlines:**
 - **Yellow Booklet – one month before the trip**
 - **Blue Booklet – 3 days before the trip**

- i. Once the risk assessment is approved by the Deputy Headmaster, the trip leader should photocopy relevant pages with contact details/medical information. The booklet is then passed to the office for recording and filing.

- j. On the day of the trip, a list of pupils should be posted on the ‘Today Board in the Staff Room and given to The Office.

- k. On return from the trip, the Evaluation section of the booklet should be completed within **one week** and handed into the Main Office.

Updated	November 2011
Reviewed	Annually
By whom	Deputy Headmaster
Endorsed by	Health & Safety Committee