



## **HULL COLLEGIATE SCHOOL**

### **NON – RESIDENTIAL TRIPS AND VISITS**

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

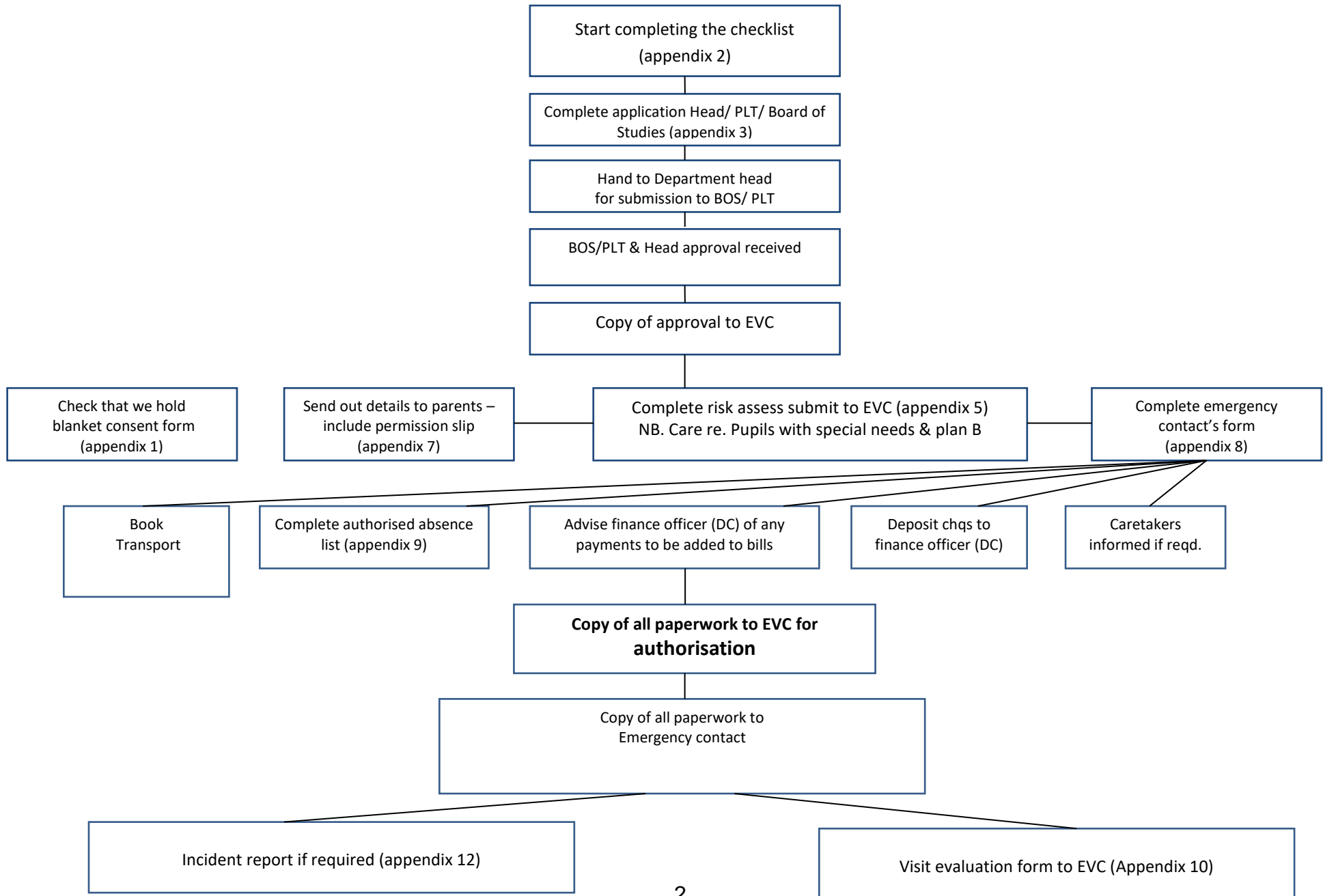
- Behaviour
- Risk statement
- Health & safety
- Minibus code

This document is reviewed annually by Mr A D Norburn, Mr A Kiddy and Miss A Kell or as events or legislation change requires. The next scheduled date for review is September 2018.

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# Hull Collegiate School Non-Residential Trips & Visits Flowchart



## **Policy Statement**

Hull Collegiate School places great value on the educational experience provided for pupils in the range of Educational Trips and Visits it provides. These range from overseas historical and linguistic based residential visits to curriculum based local field trips. There are also various recreational visits - theme parks to ski trips. The highest standards of health and safety are paramount on all school trips and those responsible for the organisation of such trips must make every reasonable adjustment so that those with SEN and disabilities are not prevented from participation.

Employees in charge of and assisting with school visits must be conversant with:

- this part of the policy
- any other school requirements detailed elsewhere
- HSE Case Studies
- Safe Practice in Physical Education and School Sport – by the Association for Physical Education.

Where the Headteacher wishes to appoint an Educational Visits Coordinator (EVC), to act on behalf of the Headteacher the employee should be specifically competent. The level of competence required will relate to the size of the school and the types of educational visits proposed. For example, the needs of a small infants' school will differ from those of a large secondary school with an active D of E Award programme. Evidence of competence will be through the experience of practical leadership over many years of outdoor education and the completion of training in risk assessment and a thorough knowledge of this part of the Policy.

All trips and visits must be preceded by assessment of the risks involved and there must be written risk assessments and/or written arrangements for individual visits and activities. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader

Final authorisation for each visit, including approval of the risk assessments, must be made by the Educational Visits Coordinator (EVC), who acts on behalf of the Head Teacher. Risk assessments etc. must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

This policy and associated procedures is informed by the UCST/ULT group Health and Safety policy, Adventure activities licensing regulations (2004), the Outdoor Education advisors panel and the Standards for local Health & Safety of Pupils on Educational Visits (HASPEV 1998)

## **General Functions Of The Headteacher/Educational Visits Coordinator**

The school's EVCs are:

**Senior School – Andrew Norburn, Deputy Headteacher**

**Prep School – Antje Kell, Headteacher of Prep School**

Their functions are to:

- Formally review own training requirements on an annual basis and report to the school Health & Safety Coordinator
- Liaise with the employer to ensure that educational visit meet the employer's requirements including those of the risk assessment, and in doing this be aware of HSE advice – which is ..... To assess real risks only ...

The following questions cover the main arrangements that should be in place for a visit. What are the main objectives of the visit?

- What is "Plan B" if the main objectives cannot be achieved?
- What could go wrong?
- Does the risk assessment cover as appropriate:
  - the main activity
  - "Plan B"
  - travel arrangements
  - emergency procedures
  - staff numbers, gender and skill mixes
  - generic and site-specific hazards and risks (including for Plan B)
  - variable hazards (including environmental and participants' personal abilities and the 'cut off' points)
  - what information will be provided for parents
  - what consents will be sought
  - what opportunities will parents have to ask questions (including any arrangements for a parents' meeting)
  - what assurances are there of the leader(s) competencies
  - what are the communication arrangements
  - what are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct
  - what are the arrangements for monitoring and reviewing the visit
  - Is the nominated first aider (If EYFS must be paediatric trained) aware of the school's first aid policy in relation to trips and visits.
- Assess the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body – assessment may include practical observation or verification of experience
- Ensure the training of leaders and other adults going on visits, these may need accreditation from an awarding body; training will commonly involve risk assessment and basic first aid and information will be based on risk assessments/other written arrangements (records are required)
- Ensure that DBS checks are in place as necessary
- Assign competent people to lead or otherwise supervise a visit
- Organise thorough induction of leaders and other employees/ adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including the appropriate risk control measures within the risk assessments

- Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/permission on a fully informed basis
- Organise the emergency arrangements and ensure there is an emergency contact for each visit
- Support the head and governors with approval and other decisions
- Keep records of individual visits including reports of accidents and 'near-accidents', sometimes known as 'near misses'
- Review systems and, on occasion, monitor practice: this will involve going on visits.

### **Planning a Visit**

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre visit is usually advisable to enable the party leader to identify any potential hazards.

### **Employees Accompanying Visits**

**Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.**

In general, there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in the senior school; one to ten pupils in the Prep School and one to six pupils in infant school and for EYFS there must be adherence to the statutory ratios. Ratios will depend upon risk assessment and the Headteacher may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

Remember that, except for the statutory EYFS requirements, the ratios described are recommendations. The Headteacher must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- the sex, ages and temperaments of the pupils involved
- the length and purposes of the visit
- the method of travel
- the nature of the locality and the activities to be undertaken
- the nature of the activities including any higher risk/adventurous activities are involved
- any medical or special needs of any pupils taking part.

Trip 'supervisors' accompanied by their spouse/partner and/or children should be discouraged and must not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole.

If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Headteacher has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

## **Parent and other Adult Helpers**

Whilst it is accepted that other suitable adults (who will need to be DBS checked if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits, they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Headteacher may, however, make exceptions to this general rule for instance for:

- groups of 20 or more pupils where there are at least two employees accompanying the group
- Sixth form outings.

Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Headteacher who should reserve the right to refuse any offer of help
- they have been informed of the nature of the visit and the risk assessments and made aware of their duties and responsibilities.

## **Alcohol**

Alcohol consumption is NOT permitted.

## **Employees Conveying Pupils in Private Cars**

The use of private cars should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Headteacher must check and keep copies of the employee's:

- Driving licence (employees must bring any endorsements to the attention of the Headteacher and the licence must be satisfactory to the Headteacher – six points is the usual cut off point)
- MOT certificate.
- Driver declaration

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

## **Higher Risk/Adventurous Activities**

When these are to be undertaken, the Headteacher must ensure that appropriate employees accompanying the visit are qualified and competent and that all relevant equipment is provided to the appropriate safety standards and is properly maintained. It is often practicable for the activities to be undertaken at specialist provider centres where qualified and competent staff etc. are available. Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and that these must be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

## **Shared Responsibilities**

### *External Providers*

The Headteacher must be supplied with reassurance regarding the quality<sup>1</sup> and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information.

When planning an activity involving caving, climbing, trekking, skiing or water-sports a check must be made that the provider holds a licence as required by the Adventure Activities Licencing Regulations 2004.

The provider's safety policy and risk assessments and other written evidence must be checked at the initial planning stage. One of the items to check is that all provider's staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy.

Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' is a good benchmark when relevant.

There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Head Teacher must be satisfied with all the safety procedures.

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*<sup>1</sup>Qualifications must be those approved by the sports/activity's national governing body. See AfPE 'Safe Practice in Physical Education and School Sport. Qualifications must be checked in advance by the party leader.*



## **Joint Trips with other Schools**

There should be one overall party leader and the Headteacher should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

## **Regular Routine Curricular Activities off the School Premises**

These include regular PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these games and activities and the Headteacher may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.

When pupils are leaving site for short periods, accompanied or not (for instance for shopping or going for a run) the pupils must use the signing 'in/out' system. When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible.

All arrangements must be included in departmental risk assessments.

## **Remote Supervision**

After careful risk assessment guidelines must be laid down by the party leader and clearly understood by all members of the party.

The following points maybe helpful:

- Pupils must be in groups; appropriate group sizes must be determined by the group leader
- The geographical area in which pupils must stay should be clearly defined
- A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble
- Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and illegal substances. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with consumption or use of these.
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

## **Information Concerning Visits**

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers.

## **Consent Forms**

A pupil must not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.

Parents are asked to sign a blanket consent form at the start of each year. This may be used to cover local visits such as those that will take place during day and

evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc. When blanket consent forms are used parents need to give permission for pupils to participate in the relevant visit via a permission slip.

It is important to note that a blanket consent form must not be used for any residential visits, visits abroad and any that involve any higher risk/ adventurous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information database. Procedures must be drawn up to ensure these are noted by the employee concerned.

### **Information for Pupils**

Pupils must be given clear safety instructions. They must also know who is in charge of the visit and what to do if they get lost or into difficulties. The following are other matters on which they may need information provided:

- on risks associated with the trip such as the particular type of travel to be used
- on considerations concerning special and/or medical needs
- that the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat
- Always clean hands before eating.

### **Emergency Procedures**

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school office and held by the leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

The designated member of staff and/or parents as appropriate if there is 'no show' by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash. Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

### **Serious or Fatal Injury – Emergency Procedures**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Headteacher, emergency contact point or other senior employee
- call whichever emergency services are required (UK 999, Europe 112, USA 911)
- where anyone is injured have first aid administered if possible
- make sure all other members of the party are accounted for and are safe
- establish the name(s) of the injured
- advise other party adults of the incident and that emergency procedures are in operation
- if possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down
- ensure that the remainder of the party are adequately supervised throughout; it may be necessary to arrange for their early return to base
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- commit to writing full details of the incident:
  - name(s)
  - nature, date and time of incident
  - location of incident
  - details of injuries
  - details of police who attended/witnesses names, addresses (and telephone numbers if possible)
  - action taken so far
  - telephone numbers for future communication.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

### **Procedures for Other Accidents/Incidents**

Complete the school accident/incident report form or commit to writing full details as above.

### **Critical Incident at school**

Should the school be facing a critical incident when the visit is returning to school, the pupils/staff should not return to school but travel to another local area where pupils can be collected. Pupils' parents will be contacted and advised of the change of plan.

### **Feedback**

The feedback form must be completed after each visit.

*This policy applies to all members of our school community including those in our Early Years Setting*

### Educational Visits form completion deadlines

Upon receipt of the Head's approval a copy must be given to the EVC. This will trigger the following process, which if not fulfilled will lead to the cancellation of the visit.

The dates will be entered into a visits diary with the Business Administrator and on that basis the following deadlines apply. As each date approaches the office will instruct the EVC to issue reminders and collect any outstanding paperwork as required.

<b>Completed form/action</b>	<b>Weeks prior to departure</b>
Start Checklist	On initiating visit
Travel form	2 weeks
Risk assessment	2 weeks day trips (6 weeks residential)
Authorised absence list and text messaging service	2 weeks
Parental contact numbers list	2 weeks
Copies of all paperwork to EVC, Emergency contact.	2 weeks
Confirmed authorized absence list (if different) to office and emergency contact	1 Day
Incident form (if required)	Upon return
Evaluation form	Return date + 1 week

Copies of all paperwork will then be filed in the school office for future reference.

**Blanket Consent Form**

Parent/Guardian for short visits - side 1

*These are renewed annually and copies held in the staff work rooms to be taken out on visits. Originals will be held in the Senior and Prep offices.*

**Appendix One**

Please complete this form giving all relevant details. The information given or updated by you will be referred to when the pupil participates in away sports fixtures, non-curriculum off site visits during the day or evening or similar. You will be given written information concerning these visits for your son/daughter and asked to sign a separate short permission form to allow your son/daughter to participate.

Name of pupil:			
Form:		Pupil's mobile telephone no:	
Home address:		Home telephone no:	
		Work telephone no:	
		Mobile telephone no:	
Alternative emergency contact:			
Name:			
Address:			
Tel No:			
Medical information concerning pupil:			
a	Does the pupil have any special dietary requirements?		
b	Has the pupil suffered from any of the following?		
	Asthma or bronchitis		YES/NO
	Heart condition		YES/NO
	Fits, fainting or blackouts		YES/NO
	Severe headaches or migraine		YES/NO
	Allergies to any known drug		YES/NO
	Other allergies, e.g. food, materials		YES/NO
	Other illnesses or disability not named		YES/NO
If the answer to any of the above is YES, please give details below:			
c	Is the pupil currently vaccinated against tetanus?		YES/NO
	Date of injection	Date of booster	

d	Is the pupil prone to travel sickness?	YES/NO
	If YES, please give the name of travel sickness pills normally administered (by yourself) if any.	
e	Please give your family doctor's name, address and telephone number:	
	Name:	
	Address:	
	Tel. No.:	
	Is the pupil receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies?	YES/NO
	If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel.	
f	Does the pupil require medication(s)	YES/NO
	If YES please give full details below and include name of medication(s), dose and frequency of administration and if 'self-administration' is preferred.	
g	Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.	

**Transport**

I consent to the pupil travelling by any form of private or public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorized by law and duly insured to drive.

**Accident/Illness**

I consent to the pupil receiving medication as instructed and any first aid necessary and emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

**Remotely supervised time (usually senior school only)**

I consent to the pupil having remotely supervised time in a group of pupils with the prior permission of the party leader

**Personal effects of the pupil**

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

*Insurance*

I know of no information that may affect the insurance cover provided, the extent and limitations of which can be obtained from the school office.

*Signature of parents/guardians*

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed:

Relationship to pupil:  Date:

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of any party. I will obey the laws of the country. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the school.

Signed by the pupil:  Date:

**THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND RELEVANT INFORMATION WILL BE TAKEN BY THE PARTY LEADER ON VISITS**

## Check List for Party Leader TRIPS/VISITS

DAY

### Appendix Two

NB. No bookings should be made until approval for the visit/activity and the dates have been checked to avoid clashes with other events or important classes and relevant staff informed.

Proposed visit:

Day and date		Party leader	
Destination with address		Accompanying persons	
Depart	am./pm.	Year group	
Return	am./pm.	Number of pupils	
		Employee : pupil ratio	
Action	Tick + date	Comment	
Checked with calendar			
Complete appendix 3 application			
Approved by Board of Studies/PLT/Head			
Senior emergency contact appointed			
Initial costing done			
Awareness of site prior to intended visit			
Check blanket consent forms are completed for each pupil. Obtain if not.			
Parents informed in writing & permission forms sent.			
Permission forms back			
Risk assessment/arrangements completed and signed off**			
Copy of local destination risk assessments obtained if available.			
Transport booked			
Music informed re. lessons			
Catering informed & packed lunches ordered.			
Authorised absence list			
Travel form completed			
Pupil emergency contact numbers & medical information obtained from school office			
Pupil medical details checked.			
Caretakers informed re. transport access.			
<b>Paperwork to EVC for final sign off</b>			
Adequate first aid cover, medical kit/ sick buckets etc ordered			Nominated staff in charge of first aid:
Visit evaluation form ready to be completed			Complete after visit
Accident or incident report ready to be completed			If required

**Every off-site activity requires a separate parental signature via one or other of the consent/permission forms.**

\*\*If the risk assessment has been carried out previously this should be thoroughly reviewed and may then be used after resigning and dating.



## **DAY TRIP/ VISIT**

Paperwork required by emergency contact prior to trip/visit:

- 1) Copy of trip/visit consent
- 2) Copy of annual blanket consent form
- 3) Summary of pupil emergency contacts (optional)
- 4) Authorised absence list
- 5) Travel form and trip information
- 6) Copy of risk assessment

## Application to BOS/Headteacher/Headteacher of the Prep School for the Approval of an Educational Visit

### Appendix Three

This form should be submitted for approval at Board of Studies or Prep Leadership Team for all off-site activities before pupils are notified or any bookings made.

Party Leader:	
Department:	
Year Group:	
Number of pupils:	Adult/Pupil ratio:
Total number of accompanying employees including party leader:	
Names of ALL other accompanying persons: CRB evidence required	
Date and time of visit:	
Venue and purpose of visit:	
Details of visit, including travel arrangements, any remotely supervised time and any potentially higher risk/adventurous activities:	
Cost per pupil: A costing sheet should be submitted for residential trips	
Additional cost to School: (incl. paid cover)	
For residential Visits: <ul style="list-style-type: none"> <li>Type of accommodation</li> <li>Outline of any hazardous activities</li> </ul>	
Other relevant information: <ul style="list-style-type: none"> <li>Name of organisations, e.g. coach company, travel firm.</li> <li>Awareness of site, e.g. previous visit</li> </ul>	
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the EVC for approval.	
Signed: BOS/PLT approved subject to risk assessment and other written arrangements.	
Date:	
Signed: Approved by Headteacher/Headteacher of Prep School	
Date:	

## Risk Assessment Form

### Appendix Five

As a guide, this must be submitted to the EVC for approval **TWO WEEKS** ahead of the departure date.

Venue including address			
Date	Number of pupils		Year group
Activity			
Party Leader + mobile			
Person in charge of first aid			
Others			
School contact			
Tel. No			
Mobile			
Assessment undertaken by			
Authorised & signed off			
Date			
Review date			
Hazards	Consider activities to be undertaken and fire, security/safeguarding, lack of supervision, medical conditions/illnesses, transport, weather		
'Plan B'	In the event that a planned activity could not go ahead, what alternative activity would you do?		
Persons who might be harmed	Consider pupils (age, temperament etc.), employees and general public		
<b>Risk identified</b> Consider: Journey, method of transport, activities, accommodation, fire precautions, weather (winds, tides etc). Medical needs of pupils, special needs of pupils, temperament of pupils, first aid, biological/ chemical hazards, man-made/ natural hazards, possible conflicts of interest specifically in an emergency situation, personal safety of pupils, possible contact with animals and contraction of disease (from animal etc), free time.	<b>Risk Controls</b> Include: reference to any provider involved, risk assessments from any provider, first aid cover and measures, supervision arrangements (attendance should be checked regularly e.g. at meal times and whenever the party is about to move from one venue to another, reporting to the leader if anyone is missing), lost pupil arrangements, remotely supervised time, travel, arrangements to avoid driver fatigue, past experience and Plan B with risk associated risk controls.	<b>Further action necessary to:</b> Control risk & action plan- 1. Employee responsible. 2. Target date. 3. Completion date.	

Risk Assessment Approved by the EVC

Signed:		Date:	
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## **Emergency contact's summary**

### **Appendix Eight**

Destination:	
Date of visit:	
Member of staff responsible:	
Other staff involved:	
Destination address:	
Emergency telephone number (if applicable):	
Travel operator:	
24 hour UK telephone contact number (if applicable):	
Time of departure:	
Time of return:	
Coach company contact number (if applicable)	
Flight number details:	



## Visit Evaluation Form

### Appendix Ten

Please complete this form as soon as possible after your return by ticking relevant boxes.

Visit to					
Date					
Party leader					
	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Comment</b>
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timing					
Review of Risk Assessment – Any accidents/incidents?					
Other comment					
Worth repeating?					

## Accident or Incident Report and Investigation Appendix Twelve

Injured or affected persons if any									
Surname									
Forenames									
Age				Class or form if pupil					
Address									
Nature of injury									
Part of body									
No treatment		First Aid		Attended GP		Sent to hospital		Resumed work/school	
Other (Specify)				Total days off work excluding day of accident/incident					

Description of accident/incident including circumstances leading up to accident/incident							
Include name and address of any witness							
Location							
Time		Date					
REPORT COMPLETED BY							
Signature		Date					
Name in blocks		Position					
Notifiable to HSE <i>(please tick)</i>						Yes	No
Notification by		Name		Date			
INVESTIGATION REPORT COMPLETED BY							
Signature		Date					
Name in blocks		Position					