



St. Helens  
Council

# Health and Safety of Pupils on Educational Visits Guidelines for Schools

March 2013



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EVA

EVB

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*'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.'* (HSE).

## **1.0 Background**

1.1 This document outlines local arrangements for the planning and delivery of off-site visits. This guidance aligns with that issued by the Department for Education to ensure that disproportionate local requirements are not imposed on schools.



1.2 Although this document makes reference to schools throughout, it is intended to also provide guidance for all services within the Council that undertake off-site visits with young people.

1.3 Off-site educational visits are an extremely beneficial aspect of a pupil's education and personal development. In particular, such activities broaden the experiences encountered within a classroom environment, and assist in developing their perception of risk.

1.4 In undertaking off-site visits it is essential that each visit is considered within context, and the depth of planning is proportionate to the risk associated with the activity.

1.5 Proportionate systems should be in place so that trips that present a lower risk are quick and easy to organise. Higher risk activities should be properly planned and assessed.

1.6 Adequate, competent supervision, is the foundation on which safe and enjoyable visits are built.

1.7 Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.

Striking the right balance means that:

- schools and staff focus on the real risks – not risks that are trivial and fanciful;
- those running trips understand their roles, are supported, and are competent to lead or take part in them;
- the real risks are managed during the trip; and learning opportunities are experienced to the full.

Striking the right balance does not mean that:

- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips;
- mistakes and accidents will not happen; and all risks must be eliminated.



## 2.0 Legal Requirements

2.1 The main statutory provisions relating to off-site activities include:-

- **Health and Safety at Work etc. Act 1974:-** to ensure, so far as is reasonably practicable, the health safety and welfare of employees and others.
- **Management of Health and Safety at Work Regulations 1999,** to undertake a suitable and sufficient assessment of risk, and record the significant findings.



2.1.1 In the context of educational visits, this requires an employer to take the following steps:

- assess the risks of off-site activities;
- introduce proportionate measures to control the risks;
- ensure that employees and participants are informed about these measures where appropriate.

## 3.0 Policy

3.1 All schools must develop and implement a policy for the planning, approval and management of educational visits. A recommended policy is included below, however, schools are free to modify or depart from this to tailor this to their individual circumstances.

### General Statement

This is a statement for ..... School.

..... School values the benefit of educational and off-site visits for pupils and fully accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for ensuring that all visits are effectively planned, organised and delivered.

The St Helens Council guidance document 'Health and Safety of Pupils on Educational Visits Guidelines for Schools' will be followed and implemented.

The Headteacher and School Governors will take all reasonable steps to ensure that this policy and accompanying procedure are implemented and communicated to all relevant staff, on a recorded basis.

Arrangements for school trips ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips with lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- 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.

It will be ensured that the precautions proposed are proportionate to the risks involved, and that paperwork is easy to follow. Planning will also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.

**Headteacher:** ..... **Chair of Governors:** .....

**Date Approved by Governing Body:** .....

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## 4.0 Assessment of Risk and Planning

4.1 It needs to be ensured that a suitable and sufficient risk assessment is in place for off-site visits. This need not be complex, but it should be comprehensive. There is no need to assess every aspect of every school trip, assessments for trivial risks that are part of everyday life are not required.

4.2 Frequent visits to local venues such as swimming pools may be suitable for generic assessment of risks, although careful monitoring should take place to ensure that they remain valid.

4.3 In order to assist in the process, a number of model risk assessments have been compiled. These should be further developed where required (*see Appendix 1*).



4.3.1 Further advice regarding risk assessment may be found in the following document:-

'5 steps to risk assessment' (HSE):- <http://www.hse.gov.uk/pubns/indg163.pdf>

4.3.2 Headteachers are required to attend the IOSH accredited management training delivered by the Corporate Health and Safety section, this provides them with the knowledge and understanding to complete/evaluate risk assessments produced for off-site visits. It is recommended that those employees that take a lead on organising educational visits also attend the course. An alternative training course is available for teaching staff that complete risk assessments for visits:- 'Bite-sized risk assessment training', contact 01744 673231 for further details.

4.4 Once completed, it should be ensured that all supervisory staff and adult helpers are familiar with the relevant content of the risk assessment and the need to comply with and implement its requirements.

4.4.1 A form that may be used to document the planning and organisation of a trip is attached as '*Form EV-A*'.

4.5 For higher hazard and residential visits, it may be beneficial to involve pupils, briefly, at the initial planning stage. This can help their understanding of the risks and therefore acceptance of measures put in place. Simply asking "what could go wrong" and "what should we do about it" has been shown to encourage children of all ages to take more ownership of their safety.

## 5.0 Supervision

5.1 Adequate supervision (sufficient staff and adult helpers) is fundamental to ensuring a safe educational visit. In order to achieve this, the supervisors must be sufficient in number and of sufficient ability.

5.2 Supervisors must be adults, and volunteer helpers should not be left alone with pupils whenever possible. Criminal Records Bureau checks should be undertaken for volunteers or contractors who will regularly accompany children on visits. Contact CYPs Human Resources for further information on 01744 671840.

A summary of the minimum number of supervisors (which includes volunteer helpers) is given in *Appendix 2*.

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- 5.3 Where there is more than one supervisor, a group leader should be appointed to have authority over the whole group. All supervisors must understand their roles and responsibilities, and should be made aware of any pupils who may require closer supervision.
- 5.4 In mixed groups, at least one male and one female supervisor should accompany the group. Sixth form visits may relax this requirement at the discretion of the Headteacher.
- 5.5 For higher-risk activities, the group must be supervised by a competent instructor with a minimum of one instructor per every 6 pupils, unless recommended otherwise by the relevant National Governing Body for the activity.

*Appendix 3* provides details of the recommended competencies and supervision levels for higher-risk activities.

- 5.6 Where a higher-risk activity is taking place, the group leader must ensure that sufficient numbers of supervisors have the relevant competencies for the activity. Where an external provider is running the activity, schools should ensure that the provider is trained and competent. For the majority of low-risk educational visits, as a minimum, teachers, assistants and volunteers should be briefed and understand their roles and responsibilities regarding the excursions.
- 5.7 There may be occasions when pupils undertake activities with only remote supervision. Adequate planning is essential, with a proper assessment of the risks of the activity and location being undertaken.
- There should be between 3 to 8 pupils per group;
  - There should be a teacher in the area – able to attend within approximately 5 minutes; and
  - Each person should carry an emergency contact number.

## **6.0 Training**

- 6.1 It must be ensured that staff are competent to lead or supervise a visit. During adventure activities, leaders with specialist skills and qualifications will be needed for the activity elements of the trip (see Appendix 3). Teachers will be in charge at other times.

## **7.0 Parental Consent for Off-Site Activities**

- 7.1 Written consent from parents is not required for pupils to partake in the majority of off-site activities organised by the school (with the exception of nursery age children) as most activities take place during school hours and are a normal part of a child's education at school.

- 7.1.1 Written parental consent is usually only required for activities that require a higher level of risk management or those that take place out of school hours. The Department for Education has prepared a "one-off" consent form, which schools may ask parents to sign when a child enrolls at the school. (*Attached as 'Form EV-B'*)



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7.2 The above form will cover a pupil's participation in all activities throughout their time at the school, for example:-

- Adventure activities;
- off-site sporting fixtures outside the school day;
- residential visits and all off-site activities for nursery schools which take place at any time (including during the school holidays or at the weekend)

7.3 Parents must still be informed in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, for example, by letter or newsletter.

7.4 Schools should clearly communicate relevant and key information about the planned activities to pupils (and parents where appropriate). This should explain what the precautions are, why they are necessary and help to ensure that everyone focuses on the important issues. For adventure or residential activities, in providing information ahead of each trip, it is important that parents are informed in advance of particular activities or components of the activity. Information should outline any specific precautions and explain why they are necessary, thus ensuring parents have sufficient information to enable them to come to an informed view on whether to withdraw, consent.

If a school wishes to continue to obtain consent for each activity, or perhaps once per year, this is equally acceptable. Whilst parental consent is only required once (see '7.1') it is important that parental contact details and medical details are kept up to date.



## **8.0 Reporting Accidents**

8.1 It is important that all accidents, no matter how minor are recorded on the Council's Corporate Accident System

## **9.0 Transport**

9.1 It is essential in the overall planning of an educational visit that account is made of the mode of transport.

9.2 If a minibus is to be used, then the Council's 'Minibus Operators and Drivers' procedure must be adhered to.

### **9.3 Use of Hired Coaches/Buses**

9.3.1 In the first instance, staff should endeavour to use vehicles provided by approved contractors from the Council's Corporate Contract (CS332), by arrangement with the Corporate Procurement section on 01744 676784/676794.

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9.3.2 Should it be necessary to engage the services of contractors not included within the list, the school are responsible for ensuring that reasonable vetting is undertaken including:

- that the driver holds the appropriate category licence;
- vehicle road worthiness, including MOT certificate;
- relevant insurance cover, driver insurance and licences, relevant operators insurance/licences.

#### 9.4 Use of Private Cars

9.4.1 The use of staff cars to transport pupils to and from activities or during any part of an off-site visit is not covered by the Authority's insurance policies. However, if on occasion they are required, each driver should ensure that their insurance cover extends to the use of their vehicle for this purpose. Most insurance companies will provide this cover without an additional charge.

9.4.2 It is the responsibility of the driver to ensure that they have adequate vehicle insurance, and a current valid driving licence. For trips which depend on the use of private cars, the leader must check these details prior to commencement of the trip.

9.4.3 There should be a minimum of two children in the car at all times.

9.4.4 Children under 12 and under 135cm must use a suitable child restraint. Contact the Council's Road Safety Team on 01744 673233 for more details and training.

### **10.0 Emergency Procedures**

10.1 In the event of a serious incident, it is imperative that supervisory staff and the group leader act promptly to help and support pupils, parents and staff.

10.2 The group leader should be prepared to deal with emergencies. For low-risk activities during school hours, this may involve ensuring that one supervisor holds the contact details for the school. All schools should have a general emergency plan in place which should detail roles and responsibilities in the event of a major incident, should the school not have such a plan, the Emergency Planning Officer should be contact on 01744 674423.

10.3 For visits outside school hours, the group leader should ensure that a School Contact will be available in an emergency to liaise with parents and the Local Authority. This person should be contactable throughout the duration of the visit, and have emergency contact details of all parents, school Governors and the Local Authority with them at all times. Outside office hours, the Council Emergency Duty Officer is available for advice and support via 01744 23044.

10.3.1 In the event of an emergency, the group leader will:

- ensure that the group is safe
- notify the School Contact
- notify the Police if necessary
- keep a written account of facts
- refer media queries to the School Contact; do not give details of injured pupils
- do not discuss legal liability



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The School Contact should:

- provide assistance to the Group Leader
- contact parents
- liaise, if necessary, with Governors, Local Authority and Corporate Safety (for all major injuries)
- liaise with the media
- notify insurers if necessary
- record the accident in the same way as injuries on the school site

10.4 A full list of those participating in the trip must be held by both the school contact and group leader.

### **11.0 First Aid**

11.0 It is essential in planning an off-site trip that there are adequate first aid resources. This will mean a sufficient number of trained persons and an accessible supply of first aid equipment. For trips that involve any child covered by the Early Years Foundation Stage (EYFS) framework, then at least one Paediatric First Aider should accompany the children in addition to any First Aiders. The exact provision should be determined on the basis of a risk assessment.



### **12.0 Insurance**

12.1 Employer's Liability and Public Liability insurance pays compensation to those who may be injured or have had property damaged due to the negligence of the organisation.

12.2 Personal Accident insurance pays compensation to those who may be injured regardless of negligence.

12.3 Staff (including volunteers acting in the role of unpaid employees) involved in an approved school activity within or outside of the school day, on site or off, are covered by the Authority's Combined Liability Policy and personal accident policy.

12.4 In the event of an accident resulting from staff negligence, pupils will be covered by the Authority's Public Liability Policy.

12.5 The Authority does not operate a personal accident insurance policy for pupils, except in the case of pupils involved in work experience. Consequently, if a child is injured or their property damaged during an educational visit and this was not due to the negligence of the Council, no compensation would be available.

12.6 For trips involving 'adventure activities' and other high-risk activities, school may wish to consider taking out personal accident insurance for all pupils if this is not already provided in the adventure activity.

12.7 Additional insurance can be obtained by contacting the Council's Insurance Broker AON on 0161 687 2156. Further information is available from the Council's Insurance Manager on 01744 673246.

12.8 For trips abroad it is recommended that travel insurance be arranged through the travel agent.

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12.9 It is essential that a European Health Insurance Card (EHIC) is obtained by parents/carers for each pupil travelling abroad and submitted to the group leader prior to the trip. The EHIC allows the holder access state healthcare at a reduced cost or sometimes for free. The EHIC is valid in all European Economic Area (EEA) countries, including Switzerland.

12.10 Group leaders must ensure that external organisers of higher risk activities have current public liability insurance, to ensure pupils are covered in the event of injury due to the negligence of the organiser.

### **13.0 Approval Process**

13.1 It is important to ensure when arranging an off-site activity that the correct approval process is followed.

13.2 The Headteacher's agreement should be obtained prior to any trip being undertaken. For those less routine trips, trips abroad and high-risk activities (i.e. white water rafting, etc) the Headteacher should obtain approval from the school Governors.

13.3 Certain categories of activity, such as caving, climbing, trekking, skiing or water sports, are regulated by the Adventure Activities Licensing Regulations 2004. Schools should ensure that providers of these activities hold a current licence. These Regulations may be subject to change in the near future.

13.4 For trips that involve outdoor/adventure activities i.e. PGL, the Outdoor Education Officer can provide detailed advice on licensing, supervisor competencies and relevant safety measures. The Outdoor Education Officer can be contacted on: 01744 675648.

13.5 For Duke of Edinburgh (DoE) Expeditions, the Youth Service (YS) as the local DoE Licence Holder, will be required to give their approval and the Expedition Organiser shall provide the YS Outdoor Education Officer with the necessary information at least ten working days prior to a trip. Relevant information would include expedition route cards, map tracings.


13.6 To ensure that the Local Authority can effectively respond to an emergency out of hours, details of excursions for all trips abroad and residential excursions (Form 'EVA'). must be lodged prior to a trip with the Security section, Hardshaw Brook Depot, Parr Street, WA9 1JR, telephone number 01744 23044, fax number 01744 756985.

#### Useful contact details

Council Emergency Duty Officer (out of hours)	01744 23044
Corporate Safety	01744 673231
Corporate Safety (out of hours)	07891 061634
Road Safety & Travel Awareness	01744 673233
Insurance Manager	01744 673247
CYPS Human Resources	01744 671840

### **14.0 Evaluation**


Following higher risk and residential excursions, a post visit **evaluation** should be completed, primarily to identify if there any learning points which may be used to strengthen documentation for future trips.

<b>Risk Assessment</b>	<b>Children &amp; Young Peoples Service</b>			 St. Helens Council
<b>Activity or site:</b>	<b>Travel Via Council Minibus</b>			
<b>Date of assessment:</b>		<b>Approved by:</b>		<b>Review date:</b> within 3 years or as changes occur
This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures. The assessment should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.				
List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate				
St Helens Council Minibus Operators & Drivers Procedure				
<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Vehicle collision	Staff and Driver Pupils Other drivers Pedestrians	Pupils supervised by an adequate number of staff. Driver holds the correct category licence for the vehicle. Vehicle speed suitable for the road conditions and not exceeding the speed limit. A member of staff to have access to a mobile phone and emergency contact numbers including one for vehicle breakdown. First aid kit on vehicle. List of those persons within the group maintained. Seatbelts fitted to the vehicle and worn by all passengers (unless they hold a current medical exemption certificate). Suitable child restraints supplied and used for children under 12 years of age and under 135cm Driver responsible for ensuring all seatbelts are engaged correctly prior to departure, and child safety restraints secured Driver adheres to the Highway Code.		


<b>What are the hazards?</b> Don't forget long term health hazards	<b>Who might be harmed and how?</b> Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b> List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Unsuitable driver	Staff and Driver Pupils Other drivers Pedestrians	Driver holds the correct category licence for the vehicle, this is checked on a yearly basis Driver issued with the Council's guidance document 'Drivers' Handbook'. Minibus training undertaken in accordance with Council Policy, with refresher training on a four yearly cycle. Regular breaks from driving taken.		
Vehicle breakdown	Staff Pupils	Vehicle to have a current MOT certificate (if over 12 months old). Drivers must complete a 'Driver Vehicle Checks and Defect Report' prior to commencing a journey ('Appendix H' Driver's Handbook). A member of staff to have access to a mobile phone and emergency contact numbers including one for vehicle breakdown. List of those persons within the group to be maintained. Arrangements in place for breakdown recovery and alternative transport for pupils/staff if required. Emergency procedure in place for vehicle evacuation		
Slips, trip & falls	Staff Pupils Driver	Emergency exits and aisles kept clear from obstructions. Any spillages cleaned up prior to journey. Hand luggage to be stowed safely.		
Fire	Staff Pupils Driver	No smoking permitted on the vehicle. Dry powder fire extinguisher on board. Emergency exits and aisles kept clear from obstructions.		
Distraction of the driver	Staff and Driver Pupils Other drivers Pedestrians	The pupil group is assessed prior to the journey to evaluate the level of supervision required to prevent horseplay and distraction of the driver. Clear guidance communicated to the group regarding expectations and behaviour prior to leaving the school.		



<b>What are the hazards?</b> Don't forget long term health hazards	<b>Who might be harmed and how?</b> Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b> List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Adverse weather	Staff Pupils Driver Other drivers Pedestrians	Weather conditions are taken into consideration prior to the journey and if necessary the journey cancelled, for example due to ice or snow.		


<b>Risk Assessment</b>	<b>Children &amp; Young Peoples Service</b>			 St.Helens Council	
<b>Activity or site:</b>	<b>Farm Visit</b>				
<b>Date of assessment:</b>		<b>Approved by:</b>		<b>Review date:</b> within 3 years or as changes occur	
<p>This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures, and The assessment should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.</p>					
<p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate</p>					
<p>'Preventing or controlling ill health from animal contact at visitor attractions, <b>includes a supplement for teachers and others who organise visits for children</b>' (AIS23)  <a href="http://www.hse.gov.uk/pubns/ais23.pdf">http://www.hse.gov.uk/pubns/ais23.pdf</a></p>					
What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		Any additional control measures required	Date implemented
Group member lost	Staff Pupils	Group adequately supervised by a sufficient number of staff who have a clear understanding of their responsibilities. Regular head counts. Pupils briefed on the procedure to follow should they become lost/separated. Maintain a list of those within the group. Staff have access to a mobile phone and emergency contact numbers.			
Inadequate planning and supervision	Staff Pupils	The suitability of the venue is assessed, this includes discussing arrangements for the visit with management at the site to confirm that the venue is operating control measures in accordance with the HSE's guidance document 'AIS23'. Sufficient number of adequately trained first aiders and travel first aid kits within the group. Roles and responsibilities are clearly communicated to staff, including all relevant control measures from the risk assessment Pupils are clearly briefed on expectations and behaviour prior to the visit in accordance with the HSE's guidance document 'AIS23'.			

<b>What are the hazards?</b> Don't forget long term health hazards	<b>Who might be harmed and how?</b> Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b> List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Administration of medication	Staff Pupils	Staff adhere to the school's medication policy on the administration of medication. Medication held in a secure accessible location. Records of administration maintained.		
Adverse weather	Staff Pupils	Where appropriate, pupils advised to bring sun-cream and hats, or warm/wet weather clothing. Regular access to drinking water. Pupils and staff wear sturdy outdoor shoes (not sandals) or wellington boots if possible, and clean or change their footwear prior to leaving.		
<b>Biological Infection,</b> E-coli and Cryptosporidium parvum	Staff Pupils	Good hygiene practices reinforced to children, children instructed to thoroughly wash their hands particularly before eating and are supervised in doing so. Roles and responsibilities are clearly communicated to staff, including the need to ensure that children wash (or are assisted to wash) their hands thoroughly following contact with animals and prior to eating. Site to have adequate hand washing facilities (accessible to children) including soap and a means of drying hands. Adequate supervision of children at all times. Children are briefed on the pertinent safety measures as detailed within 'AIS23'. Ensure all cuts/grazes are suitably covered. Only allow eating in designated areas. Pupils and staff wear sturdy outdoor shoes (not sandals) or wellington boots if possible and clean or change their footwear prior to leaving.		


<b>Risk Assessment</b>				 St.Helens Council	
<b>Activity or site:</b>		<b>Local Walk</b>			
<b>Date of assessment:</b>		<b>Approved by:</b>		<b>Review date:</b> within 3 years or as changes occur	
<p>This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures, and The assessment should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.</p>					
<p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate</p>					
What are the hazards? <small>Don't forget long term health hazards</small>	Who might be harmed and how? <small>Identify groups of people and how the hazard could cause them harm</small>	Current control measures <small>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</small>		Any additional control measures required	Date implemented
Crossing roads & Contact with vehicles	Pupils Employees Members of the public	Route planned to minimise the need to cross roads. Group adequately supervised by a sufficient number of staff. Designated crossing points used where possible.			
Slip/trips and falls	Pupils Staff	Trips planned in hours of daylight, if this is not possible they are to be along well-lit routes.			
Adverse weather	Pupils Staff	During warm weather, pupils encouraged to wear sun hats and sun cream. Access to drinking water for longer walks. Weather conditions assessed immediately prior to the trip to evaluate whether it safe to undertake the trip.			
Inadequate Planning and Organisation	Pupils Staff	The suitability of the venue/location assessed by staff prior to the visit. Contingency and emergency arrangements in place, e.g. should a pupil fall ill or have an accident. All staff briefed on their roles and responsibilities			



<b>What are the hazards?</b> Don't forget long term health hazards	<b>Who might be harmed and how?</b> Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b> List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Pupil lost/separated from the group	Pupils	Group adequately supervised by a sufficient number of staff. Regular head counts, particularly at arrival and departure from the school. Staff have a mobile phone to maintain contact with the school contact and emergency services if required. Clear guidance communicated to the group regarding expectations and behaviour, prior to leaving the school. Maintain a list of those within the group.		

<b>Risk Assessment</b>	<b>Sponsored Walk</b>			 St. Helens Council	
<b>Activity or site:</b>					
<b>Date of assessment:</b>		<b>Approved by:</b>		<b>Review date:</b> within 3 years or as changes occur	
This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures. The assessment should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.					
List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate					
<b>What are the hazards?</b> <small>Don't forget long term health hazards</small>	<b>Who might be harmed and how?</b> <small>Identify groups of people and how the hazard could cause them harm</small>	<b>Current control measures</b> <small>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</small>		<b>Any additional control measures required</b>	<b>Date implemented</b>
Remote Supervision (for longer routes undertaken by secondary schools)	Pupils	Register of participants maintained. Checkpoints at strategic locations along the route. Staff positioned strategically within the walking group, including at the front and the back. Those pupils participating in the walk are of a sufficient maturity to undertake the activity. Clear guidance communicated to the group regarding expectations and behaviour prior to leaving the school. Staff in vehicles undertake roaming supervision along the length of the route, where possible. Mobile phones/radios used by staff.			
Lost Pupil	Pupils	Group adequately supervised by a sufficient number of staff. Regular head counts, particularly at arrival and departure from the school. Staff have a mobile phone to maintain contact with the school base. Clear guidance communicated to the group regarding expectations and behaviour prior to leaving the school. Register of participants maintained. Staff positioned strategically within the walking group, including at the front and the back.			

<b>What are the hazards?</b> Don't forget long term health hazards	<b>Who might be harmed and how?</b> Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b> List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Crossing roads/ Contact with vehicles	Pupils Employees Members of the public	Route planned to minimise to need to cross roads. Group adequately supervised by a sufficient number of staff. Designated crossing points used where possible.		
Slip/trips and falls	Pupils Employees Volunteers	Routes planned for the hours of daylight. The suitability of the route assessed prior to the visit, including a pre event walk of the route by staff close to the time of the event. Any trip hazards identified are reported to the Council for repair.		
Adverse weather	Pupils Staff	Pupils advised to bring wet weather clothing or wear a sun hat and sun cream (as appropriate). Emergency supply of water at checkpoints (for longer routes).		
Inadequate Planning and Organisation	Pupils Staff	The suitability of the route assessed prior to the visit, including a pre event walk of the route by staff close to the time of the event. The Highways section of the Council contacted to verify whether there are any planned maintenance works that would impact on the route of the walk.		

<b>Risk Assessment</b>	<b>Trip Abroad</b>			 <a href="#">St. Helens Council</a>
<b>Activity or site:</b>				
<b>Date of assessment:</b>		<b>Approved by:</b>		<b>Review date:</b> within 3 years or as changes occur
<p>This risk assessment should be produced and read in conjunction with the relevant Corporate and Departmental Safety Procedures. The assessment should be reviewed regularly to ensure you are still improving, or at least maintaining safety. If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.</p>				
<p>List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate.</p>				
<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
Group member lost/Group lost	Pupils Staff	<p>Group adequately supervised by a sufficient number of staff who have a clear understanding of their responsibilities.</p> <p>Regular head counts, particularly at arrival and departure from venues etc.</p> <p>Pupils briefed on the procedure to follow should they become lost/separated.</p> <p>List of those person within the group to be maintained.</p> <p>All leaders and pupils briefed clearly regarding rendezvous times and locations.</p> <p>Staff and have access to a mobile phone and emergency contact numbers.</p> <p>Staff and pupils have access to a map of the area.</p> <p>Pupils told routes in advance, informed what to do in the event of getting lost and given an emergency mobile phone number.</p>		
Inadequate planning and supervision	Staff Pupils	<p>Exploratory trip undertaken by staff prior to the visit to assess the suitability of the activities and to confirm that the venue can cater for the needs of the group.</p> <p>Emergency procedures documented with a briefing provided to all staff.</p> <p>Sufficient number of adequately trained first aiders and travel first aid kits within the group.</p> <p>All members of the group have received relevant vaccinations.</p> <p><i>(cont )</i></p>	Appropriate Travel Insurance purchased.	



<b>What are the hazards?</b> Don't forget long term health hazards	<b>Who might be harmed and how?</b> Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b> List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
<i>cont.</i>	<i>cont.</i>	During the planning stage, the Foreign Commonwealth Office's website is checked for travel advice regarding the country to be visited, this is repeated immediately prior to the trip.		
Adverse weather	Pupils Staff	Where appropriate, pupils advised to bring sun cream and hats, or warm/wet weather clothing. Regular access to drinking water.		
Inadequate First Aid Provision	Pupils Staff	Sufficient number of adequately trained first aiders and travel first aid kits within the group, the exact provision is based on the findings of a risk assessment.		
Administration of medication	Staff Pupils	Staff adhere to the school's medication policy on the administration of medication. Medication held in a secure accessible location. Records of administration maintained. Parents have provided documented consent for their child receiving necessary emergency treatment. European Health Insurance Card obtained by parents/carers for each pupil and submitted to the group leader prior to the trip*. Group leader responsible for ensuring all cards are taken on the trip. European Health Insurance Card obtained by staff prior to the trip and taken on the trip.		

\*The application for the EHIC card can be completed by a parent/carers online via the following address:- <http://www.nhs-direct.org.uk>

## Appendix 2 Recommended Supervision Levels

Guidelines only. Group Leader should assess risks and increase supervision for individual groups if necessary.

Adult to Children Ratio	
Years 1 to 3	1 : 6
Years 4 to 6	1 : 10-15
Year 7 onwards	1 : 15-20
Pupils with special needs	1 : 6
Large groups	1 : 30 maximum
Higher-risk activities	1 : 6
Residential visits	1 : 15 (min 2 adults per group)
Overseas visits	1 : 10 (min 2 adults per group)
Swimming Year 1-3	1:12 (min 2 adults per group)
Swimming Year 4 to 6	1 : 12
Swimming Year 7 onwards	1 : 20

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## Appendix 3 Minimum Leadership Qualifications and Supervision Ratios

This quick reference guide outlines the minimum leadership qualifications and supervision ratios required to lead adventurous activities. It should be noted that additional staffing may be required depending on the circumstances and/or conditions. The precise levels of staffing should therefore reflect a specific risk assessment taking into account the group's abilities, the weather conditions and the experience of the leaders.

The management of safety in the field is crucially dependant on the leader being able to retain, or resume control of the group at all times. As the size of the group increases, so this function becomes more difficult and so the risk of accidents and injury rises.

The following table is designed to assist Schools and groups planning activities and any queries should be directed to;

All Leaders/Instructors must hold a relevant 1<sup>st</sup> aid qualification in addition to the stated discipline specific award(s)

### **Responsible Adult:**

On many occasions, the groups are accompanied by a teacher, youth leader or other person identified as a 'responsible person'. This persons role is likely to be of a pastoral or supervisory nature.

E.G In a Rock Climbing venue, the Instructor is responsible for all aspects of the activity and the 'responsible person' is responsible for the groups behaviour especially the individuals not currently engaged in the activity.

Please note that in some activities, if the responsible adult is nervous taking part in an activity such as accompanying a group in the mountains, in these circumstances, they may be regarded as an extra member of the group.

Their presence should not be used to justify an increase in the group size beyond that which would normally be acceptable.

### **Responsible Assistant:**

Someone who can assist the leader, possibly under close supervision, additionally, this person should have sufficient personal experience in the activity, so that, in the event of an emergency, such as the leader being incapacitated or separated from the group, or otherwise unable to continue as leader, they are able to;

- Look after themselves in the area of operation.
- Recover the situation and take over as leader until the whole group are returned to a safe environment.
- Find their way from the activity/incident site under normal conditions to a point where outside help may be obtained.
- Use their knowledge of the emergency procedure relevant to the activity and if necessary, initiate such procedures.

The assistant is not expected to take over the coaching role of the leader other than to ensure that essential safety information is delivered.

**Deputy Leader:**

Someone who is sufficiently competent to assume all aspects of the leadership role should the need arise.

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ACTIVITY	OPERATING AREA	MINIMUM QUALIFICATION	MINIMUM INSTRUCTOR RATIO	ADDITIONAL INFORMATION
Residential/ Camping	e.g. YHA/Scout Huts, Barns. Recognised campsites	Basic Expedition Leader (BEL) Level 2	1:14 plus Responsible Adult	Permission req. to use meths stoves from Operating authority.
Wild camping	Upland areas only. Summer Conditions. (seek Guidance from Operating Authority).	Mountain Leader (ML) summer	1:7 plus Responsible Assistant	No fires. No access rights for wild camping exist. National Trust will allow wild camping in certain upland areas.
Lowland Walking	Lowland with easily recognised footpaths and easy access/ egress. e.g. rural countryside, farmland, woodland and small areas of forest.	BEL Level 2	1:14 plus Responsible Assistant	No ice or snow present or forecasted
Moorland Walking	Areas of extensive upland remote from vehicular access where mist or fog could make navigation even more difficult. Does not include steep mountainous terrain.	Walking Group Leader (WGL)	1:7 plus Responsible Assistant	No Ice or snow present or forecasted
Mountain Walking Summer	As above and may involve steep technical terrain where a rope may be used in an emergency by Instructor.	ML (Summer)	1:7 plus Responsible Assistant	No Ice or snow present or forecasted
Mountain Walking Winter	As above requiring the carrying of ice axe and crampons	ML (Winter)	1:7 plus Responsible Assistant	
Unaccompanied journeys, remotely supervised	Any terrain (used for Duke of Edinburgh qualifying expeditions).	<b>BEL Level 3</b> for Lowland areas. WGL or ML as terrain dictates for Gold	1:7 Only for fully trained groups	<b>For Lowland terrain BEL L2 is acceptable to the Authority until Dec. 31st 2013.</b> 2 day Level 3 upgrade course available.
Orienteering	School grounds.	Experienced Teacher	School Guidelines	



ACTIVITY	OPERATING AREA	MINIMUM QUALIFICATION	MINIMUM INSTRUCTOR RATIO	ADDITIONAL INFORMATION
Orienteering	Lowland contained areas.	BEL Level 2, National Navigation Awards Scheme (NNAS) Silver	1:14 plus Responsible Adult	
Orienteering	More remote uncontained areas.	British Orienteering Federation, (BOF) WGL, ML Terrain dependant.	1:7 plus Responsible Assistant	Seek Guidance if in doubt.
Rock Climbing	Artificial walls including indoor and mobile.	Climbing Wall Award (CWA)	1:8 plus Responsible Assistant	In house qualification withdrawn, minimum now CWA and SPA . Site Specific training is acceptable if provided by a Technical Advisor or SPA.
Rock Climbing	Single Pitch venues, summer conditions.	Single Pitch Award (SPA)	1:8 plus Responsible Assistant	
Rock Climbing	Multi-pitch venues, summer conditions.	Mountain Instructors Award (MIA)	1:3	
Winter Climbing	Snow/ice/mixed climbing	Mountain Instructors Certificate (MIC)	1:3	
Ghyll/Gorge Scrambling	Low water. non technical, easy access/egress	ML/SPA with British Canoe Union (BCU) Foundation Safety and Rescue Test (FSRT)	1:8 plus Responsible Assistant	MIA assessed suitably qualified Instructor. Site specific Gorges only.
Ghyll/Gorge Scrambling	Medium water, or short section of technical terrain, easy access/egress.	ML/SPA + BCU' United Kingdom Coaching Certificate (UKCC) Level 2 coach	1:8 plus Responsible Assistant	MIA assessed suitably qualified Instructor. Site specific gorges only.
Problem solving/ Teambuilding	Equipment / Activity Dependant	Experienced Staff (see Additional information)	1:10 plus Responsible Adult	If Climbing/use of ropes- SPA minimum Required.

ACTIVITY	OPERATING AREA	MINIMUM QUALIFICATION	MINIMUM INSTRUCTOR RATIO	ADDITIONAL INFORMATION
Archery	Indoors or Outdoors	Grand National Archery Society (GNAS) Leader	1:6 plus Responsible Adult	
Cycling	Roads	British Schools Cycling Association (BSCA) Touring Leader or equivalent.	1:8 plus Responsible Assistant	
Mountain Biking Trail	Cycle accessible rights of way and routes identifiable on map/ground. Forest tracks, Cycleways, roads. Non Technical. Non remote. Below 600m. Relatively smooth surface.	Cyclists Touring Club (CTC) Trail Leader Award or BSCA off road Leader or equivalent.	1:8 plus Responsible Assistant	Any 2 or more of; heavy rain, +30mph winds, or less than 10celsius or visibility less than 500m. Beyond the scope of award.
Mountain Biking Technical	Includes Singletrack, Farm and Moorland tracks. Trail and roads. Non remote. Below 600m. Able to ride over roots, rocks and holes.	CTC Technical Leader Award or Equivalent.	1:4 plus Responsible Assistant	Any 2 or more of; heavy rain, +30mph winds, or less than 10celsius or visibility less than 500m. Beyond the scope of award.
Mountain Biking Advanced	No limit on height or remoteness weather permitting otherwise below 600m and less than 2.5km from road/phone.	CTC Advanced Leader Award or Equivalent	1:4 plus Responsible Assistant	Any 2 or more of; heavy rain, +30mph winds, or less than 10celsius or visibility less than 500m. Default to Technical terrain.
Raft Building	Sheltered water. Activity inc. Teambuilding type events	(UKCC) Level 1	1:10 plus Responsible Assistant	
Kayak	Swimming Pool	UKCC Level 1	1:12 plus Responsible Adult	Person with Qualified life savers award must be present i.e. Normally Pool Staff
Kayak/Canoe	Placid Water. Very Sheltered Water. e.g. Canals, small lakes with easy access + egress.	UKCC Level 1 authorised by Level 3 coach	1:8 plus Responsible Assistant	Suitable for 1 <sup>st</sup> Session purposes. See BCU website for old scheme compatible awards

ACTIVITY	OPERATING AREA	MINIMUM QUALIFICATION	MINIMUM INSTRUCTOR RATIO	ADDITIONAL INFORMATION
Kayak/Canoe	Placid Water. Sheltered Inland Water. e.g. Sheltered Bay of a larger lake. Or Sheltered tidal water. Easy section of slow moving rivers.	UKCC Level 2	1:8 plus Responsible Assistant	Suitable for Progressive coaching. See BCU website for old scheme compatible awards.
Kayak/Canoe/ Sea/Surf	Moderate water/Surf Grade 2 White Water. Expeditions on Lakes or Open Sea. Discipline specific	BCU Level 3 Old Scheme Discipline specific.	1:8 plus Responsible Assistant	Above Grade 2 rivers or moderate water a higher coaching award is required. See BCU website.

# Form EV-A: Application for the Approval of Educational Visits



**Section 1: Low-risk visits during school hours – complete Sections 1 & 3 only.**

**1. Purpose of visit or specific educational objectives:**

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**2. Places to be visited:**

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**3. Dates and times:**

Date of Departure:		Time:	
Date of Return:		Time:	

**4. Transport arrangements:**

*Include the name of the transport company.*

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**5. Proposed cost or financial arrangements:**

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**6. Insurance arrangements for all members of the proposed party, including voluntary helpers:**

*(include the name of the insurance company)*

Insurance Cover:		Policy No:	
Address:			

**7. Details of the programme of activities; including any hazardous activity and associated arrangements and staffing.**

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**8. Names (in full), relevant experience, qualifications and specific responsibilities of staff and other adults accompanying the party:**

--

**9. Existing knowledge of places to be visited and whether an exploratory visit is intended:**

--

**10. Size and composition of the group:**

Age Range:		No. of Boys:		No. of Girls:	
Adult to pupil ratio:		Leader to participant ratio:			

**11. Names of pupils with special educational or medical needs:**


**Section 2: Only complete for higher-risk activities or visits outside school hours.****1. Organising company/agency/travel company (if any):***Include licence reference number if the body is registered with the Adventure Activities Licensing Authority (AALA).*

Name:		Tel No:	
Address:		Licence No:	

**2. Accommodation to be used:**

Accommodation Name:			
Address:			
Name of Head of Centre (if applicable):		Tel No:	

**3. Name(s), address and telephone number of the school contact person(s) at the home area who will hold all the information about the visit or journey in case of an emergency:**

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**Section 3: Approval (complete in all cases)**

Group Leader Signature:		Date:	
Print full name:			

**Please tick as appropriate:**

Attached:	Low Risk Educational Visit Risk Assessment	
	Specific Risk Assessment(s)	
Consent:	Covered by Department for Education continuous consent	
	Parental consent obtained	
	Covered by consent at start of school year	
	Parental consent to be attached prior to visit	

**To be completed by Headteacher/and Chair of Governors as appropriate.**

Headteacher's Signature:		Date:	
Print full name:			
Chair of Governors Signature:		Date:	
Print full name:			

*Duke of Edinburgh's Award trips – copy to Youth Service for approval**Foreign or residential visits – copy to Director of CYPS for information*

# Form EV-B: Parental Consent for a School Visit



## CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

a) To take part in school trips and other activities that take place off school premises; and

b) To be given first aid or urgent medical treatment during any school trip or activity.

Name of child:

Date of birth:

### Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day
- all off-site activities for nursery schools.

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.\*

### Medical Information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

Signed:

Date:

Full Name (capitals):

\* This form covers consent for all off site activities for the duration of your child's time at the school/or **(the school to delete as appropriate)** for a period of \_\_\_\_\_.



St.Helens Council offers a translation and interpretation service covering foreign languages, British Sign Language, Braille and audio tape.

For a translation of any St.Helens Council publication, please provide your name and address and the name of the language you require to the Contact Centre, quoting the title and/or reference number of the document.

**Contact Centre**

Wesley House, Corporation Street, St.Helens, Merseyside WA10 1HF

**Tel:** 01744 456789/676789

**Fax:** 01744 456895

**Minicom:** 01744 671671

[contactcentre@sthelens.gov.uk](mailto:contactcentre@sthelens.gov.uk)

[www.sthelens.gov.uk](http://www.sthelens.gov.uk)



## St.Helens Council

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For further information, please contact

Health & Safety Team

Lincoln House

Corporation Street

St.Helens

Merseyside WA10 1UQ

Telephone: 01744 676206

Youth Service Outdoor Education Officer

Telephone: 01744 675641

[www.sthelens.gov.uk](http://www.sthelens.gov.uk)