

The Heights Primary School Policy for
HEALTH AND SAFETY ON EDUCATIONAL VISITS
Version 1.2



Responsible officer: Headteacher
Responsible Committee: Pupil and Staff Welfare Committee

Date of last review: February 2016
Date of next review: February 2018

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

1. Introduction

The Heights Primary School believes that outdoor educational and offsite activities have a positive impact on pupil outcomes and raising standards, being a valuable and important part of the learning process for pupils of all ages. All visits must have an identifiable educational benefit for the pupils and must be led by a competent Group Leader and accompanying adults.

All those involved in the organisation and running of educational visits will comply with National guidelines as well as The Heights Primary School's guidelines on the Health and Safety of participants on Educational visits.

2. Risk Assessments (RAs)

The management of all visits will be based on the outcome of suitable and sufficient risk assessments, and group leaders will ensure that such risk assessments are carried out as part of the planning process and approved by the Educational Visits Co-ordinator (EVC) and the Head Teacher.

All Accompanying Adults should read the RA before the visit.

It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

RA's should be stored in a shared staff area.

3. Management

The Heights Primary School will:

- Appoint a trained EVC who will ensure that educational visits follow National and establishment guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.
- Develop and implement procedures to monitor all educational visits.
- Develop and implement an approval system for all educational visits distinguishing between low, medium and high risk activities.
- Implement a procedure for dealing with emergency situations, including having a named home-based contact for each visit and a home based emergency plan.
- Implement a procedure for the investigation of and reporting on accidents, incidents and near misses (see Appendix 1).

4. Planning

During the planning of a visit the Group Leader will:

- Ensure that the visit is planned and risk assessed (for both one off and repeat visits), including an exploratory visit whenever it is possible.
- Ensure that the visit complies with National guidelines as well as The Heights guidelines.

- Ensure that parents / carers are made fully aware of the nature, purpose and detail of a visit and that permission including all relevant information, including relevant medical information, is obtained for any off site activity.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- Ensure that provision is made for any incident, including first aid and a procedure to follow in the event of an emergency or other serious incident.
- Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- Ensure full details of any medical conditions and medicines required are noted.
- Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role.
- Ensure a copy of all paper work is left at the school.

5. Execution of Visit

During a visit the **Group Leader** will:

- Ensure that the visit is as safe as is practically possible.
- Ensure the safeguarding of pupils remains the highest priority and all safeguarding guidelines and procedures are followed by all staff.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.
- Keep the school informed of any significant changes or delays.

During a visit **accompanying adults** will ensure they are undertaking the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all **pupils** will ensure they cooperate with the Group Leader and accompanying adults and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all pupils.

6. Follow Up

After the visit the Group Leader will:

- Ensure that the visit is reviewed and a report is made to the Head Teacher indicating the extent to which the intended educational benefits were achieved. The report will include the result of all investigations into particular incidents as necessary.
- Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities.

Amendments:

<u>Version</u>	<u>Date</u>	<u>Updated/reviewed</u>
1.1	June 2014	First version finalised
1.2	October 2014	Reviewed
	January 2016	Reviewed

APPENDIX 1 Accident Report Form

INJURED PERSON	First Name (s)	Surname						
	Home Address	Occupation						
		Male <input type="checkbox"/>	Female				<input type="checkbox"/>	
	Telephone No	Age						
LOCATION	Name & Address of School	Place of Incident (e.g. playground, classroom, hall)						
	The Heights Primary Caversham Heights RG4 7	Date of Incident						
		Time of Incident			am/pm			
DETAILS OF INCIDENT	Describe injury or work related illness or disease (Please state whether cut/fracture etc, right/left)							
	What was the person doing at the time of the incident?							
	What was the incident and how did it happen?							
ACTION TAKEN	TICK BOXES							
	Non Required	First Aid	Returned to Class/School	Sent/Taken Home	Sent/Taken to Doctor	Sent/Taken to Hospital	Detained in Hospital OVER 24hrs	Next of kin told
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER DETAILS	To Whom was the Incident First Reported?							
	am/pm			Date		/ /		Time
	Witnesses Names (Give addresses if not employees)							
	1.			2.				
	Report Completed by	Post Held		Signature of Head Teacher / Deputy Head		Date		
						/ /		

APPENDIX 1

Near Miss Report Form

NAME OF PERSON MAKING THE REPORT: STAFF / VISITOR		
Date of Near Miss:	Time of Near Miss:	Location of Near Miss:
Brief Description of Near Miss (who, when, what, where, how):		
Name & Signature of Person Making the Report:		Date:
Name: Signature:
Signature of Headteacher/Deputy Headteacher:		Date:
..... 	
ACTIONS/RECOMMENDATIONS (How could this be avoided in the future?)		