

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

Version 1.1

June 2014

Responsible officer: Pupil and Staff Welfare Committee
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Date of last review: June 2014
Date of next review: June 2016



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, LA and The Heights Primary School's guidelines on the Health and Safety of participants on Educational visits.

2. Risk Assessment

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), the Head Teacher and the Governor responsible for Health and Safety.

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.

3. Management

The Heights Primary School will:

- Appoint a trained EVC who will ensure that educational visits follow National, LA 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 Category A and B visits, whilst referring Category C visits to the Local Education Authority for approval.
- 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, including an exploratory visit whenever it is possible.
- Ensure that the visit complies with National, LA and own School 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 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 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.

5. Execution of Visit

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

- Ensure that the visit is as safe as is practically possible.
- 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.

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.

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 | | |
| | | | | | | / / | | |

| | | |
|---|---------------------------|-------------------------------|
| 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?) | | |
| | | |