

The Heights Primary School Policy for
HEALTH AND SAFETY ON EDUCATIONAL VISITS
Version 1.7



Responsible officer:
Responsible Committee:

Headteacher
Pupil and Staff Welfare Committee

Date of last review: March 2022
Date of next review: March 2024

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 every child should have access to a comprehensive programme of high quality outdoor learning educational visits and adventurous activities as an integral part of our exciting school curriculum. 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 the The Heights Primary School's guidelines which has been drawn from DFE's guidance on Health and Safety on educational visits.

www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits.

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), Link Governor for Educational Visits and the Head Teacher.

All Accompanying Adults should read and sign 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 risk assessment is completed and approved at least 3 weeks before the trip.
- Ensure that the visit complies with DFE Guidance and The Heights guidelines.
- Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- Ensure that parents /carers are made fully aware of the nature, purpose and detail of a visit.
- Ensure that any outside organisation providing an activity (including residential or outdoor adventurous activities) has appropriate safety standards, liability insurance and licences.
- 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 the Medical Checklist form is completed and any medication required is signed out and back into school by the Headteacher or Deputy Headteacher.
- Ensure full details of any medical conditions and medicines required are noted on the risk assessment, including initials of relevant children.
- Ensure that there are sufficient First Aid trained staff accompanying the trip, and note the initials of these adults on the risk assessment.
- 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 that all accompanying adults are invited into school on the morning of the trip to make them aware of who the initialed children are. Ensure that it is made clear that any information discussed is confidential.
- 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. Residential Trips

In the case of Residential trips, a parent meeting will be held in the Academic Year before the trip. This will provide all the relevant information, including the details of the plans for payment. Parents will be informed of the requirement for any special equipment/clothing well in advance of the trip, for example additional waterproof clothing may be necessary for visits to adventurous centres.

Emergency telephone contact details must be obtained for all pupils participating in residential activities along with relevant information about any medical or additional needs on the parental consent form.

7. 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:

Version	Date	Updated/reviewed
1.1	June 2014	First version finalised
1.2	October 2014	Reviewed
1.3	January 2016	Reviewed
1.4	November 2018	Reviewed
1.5	November 2019	Reviewed
1.6	April 2020	Reviewed
1.7	March 2022	Reviewed and updated

APPENDIX 1 Accident Report Form

[illegible]

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/Assistant Headteacher:		Date:
.....	
ACTIONS/RECOMMENDATIONS (How could this be avoided in the future?)		