

Chapter 23

Educational visits

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Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
0.1 (draft)	26 Sept 2008	First issue draft for consultation
0.2 (draft)	27 Oct 2008	Addition of Appendices
1.0	04 Feb 2009	Initial Issue
1.1	28 Mar 2009	Provision of emergency contact numbers
1.2	24 May 2010	Change to risk assessment form and formatting

1. Introduction

- 1.1 Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.
- 1.2 Most school visits take place without incident and it is clear that teachers are already demonstrating a high level of safety awareness. But, following a number of tragic incidents involving schoolchildren in the last few years, there is a growing concern amongst school staff and parents about further ensuring the safety of pupils on school visits.
- 1.3 No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen nonetheless. The management of health and safety on visits is part of a school's overall policy on health and safety. This chapter sets out principles, rather than trying to cover every eventuality, leaving it to teachers' professional and local judgement how to apply those principles.
- 1.4 Authorisation of local trips is at local level but, activities off-site that are residential, involve hazardous activities or are overseas require authorisation from The Learning Trust.

2. Requirements

- 2.1 Under the Health and Safety at Work etc. Act 1974, The Learning Trust is responsible for the health, safety and welfare at work of their employees. The Learning Trust must ensure the health, safety and welfare of anyone else who may be affected by their activities.
- 2.2 Likewise, Heads of schools and settings are responsible for their employees and those who may be affected by their activities.
- 2.3 The Management of Health and Safety at Work Regulations 1999 requires The Learning Trust and Heads of schools and settings to:
 - assess the risks of activities

- introduce measures to control these risks
 - inform their employees about these measures
- 2.4 The Disability Discrimination Act, as amended by the Special Education Needs and Disability Act requires that disabled pupils must not be submitted to less favourable treatment and have reasonable adjustments in education and associated activities.
- 2.5 All teachers and other individuals in charge of pupils are under a common law duty to act as any reasonably prudent parent would in the same circumstances.

3. Roles

3.1 Offsite Visits Co-ordinator: Each school or setting should have an Offsite Visits Co-ordinator (OVC). In schools it could be the Headteacher, a teacher or other member of the school staff. In settings it could be the Head of Centre or other member of staff. It is advisable that the OVC should not be the Group Leader as these are separate roles. The OVC will be involved in the planning, management and approval of the establishment's offsite and hazardous activities visits including adventure activities which are organised and led by establishment staff. The role of the OVC is to liaise with The Learning Trust to ensure that offsite and hazardous activity visits meet The Learning Trust's requirements.

3.2 The Group Leader: There should be one person who is designated as the Group Leader. The Group Leader is responsible for the planning, organisation, implementation and evaluation of the activity, which should be carried out in accordance with this Chapter. The Group Leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. All offsite visits and hazardous activities should be planned, staffed and implemented in such a way that the Group Leader and Staff's Duty of Care towards the children and young people on the activity is fully discharged. Where adventure activities are planned they must not be led by an individual unless assessed as competent. Assessment of competence must be verified by an independent competent person. The fact that someone has led an activity before does not, in itself, mean the person is competent.

4. Key responsibilities

4.1 The Learning Trust: The Learning Trust has a responsibility for the safety of its employees and for the children and young people in its care when they are participating in off-site activities to ensure that safe practice is in place. The main responsibilities are:

- approving(or disallowing) visits where the task of approval has not been assigned to school/setting level;
- notifying schools/settings of the minimum adult : child ratios required by The Learning Trust and whether the ratios can include competent adults other than competent establishment staff;
- providing advice on visits generally and on adventure activities, expeditions and overseas visits;
- providing schools/settings with The Learning Trust's statement of policy and guidance;
- monitoring the offsite visits carried out by schools and settings to ensure that they have a stated educational or beneficial purpose;
- reviewing policies and procedures in the light of lessons learned and sharing good practice more widely;
- determining which visits will require The Learning Trust approval and which may be approved by the schools/setting;
- ensuring that relevant training is available;
- ensuring arrangements are in place to obtain Criminal Records Bureau disclosure, as necessary;
- providing 24 hour emergency cover.

4.2 The Offsite Visits Co-ordinator: supports the Headteacher/Head of Centre and Governors with approval and other decisions by:

- assigning competent people to lead or otherwise supervise a visit;
- assessing the competence of leaders and other adults proposed for a visit, e.g. National Governing Body (NGB) accreditation, experience etc.
- organising the training of leaders and other adults going on a visit e.g. first aid, hazard awareness etc;

- organising thorough induction of leaders and other adults taking children and young people on a specific visit;
- ensuring that Criminal Record Bureau disclosures are in place;
- ensuring that Group Leaders obtain the consent or refusal of consent of parents/guardians and provides sufficient information to parents/guardians beforehand to enable them to make an informed judgement;
- ensuring the Group Leader carries a complete nominal roll including participant's names, addresses and parent/guardian contact numbers and that the emergency contact at the school/setting also has a copy.
- organising the emergency arrangements and ensures there is an emergency contact for each visit;
- keeping records of individual visits including reports of accidents and near accidents;
- reviewing internal systems and, on occasion, monitoring practice.

4.3 Headteacher/Head of Centre/TLT Visit Organiser

- delegates tasks to the OVC where one is appointed;
- ensures that arrangements are in place for the governing body to be made aware of visits as necessary so that appropriate questions can be asked regarding the visit;
- ensures that the purpose of the visits are stated, and are consistent with the five key outcomes in the Children & Young People's Plan, and that they are made known to all relevant parties;
- ensures that any issues including issues of risk assessment have been satisfactorily resolved;
- ensures that accreditation or verification of providers has been checked;
- ensures that visits are evaluated;
- ensures that the OVC keeps the Headteacher/Head of Centre informed of the progress of the visit and that this information is relayed to Governors and parents/guardians as necessary;
- checks that the OVC has designated an appropriately competent Group Leader;

- ensures that, where a member of staff is designated as the competent person for an adventure activity, their competence has been verified by an independent competent person or body;
- ensures that the proposed Group Leader has appropriate leadership skills, experience and other personal qualities needed for a particular visit, in addition to the technical competence required;
- ensures that the group Leader is competent in performing dynamic risk assessments so that they continuously evaluate the implications of changing conditions;
- ensures that there is a contingency plan covering events that may affect the party e.g. staff illness, changes of route, accommodation etc.
- makes time available for the OVC to arrange induction of staff and volunteers;
- arranges for the recording and reporting of accidents and the reporting of emergencies as necessary;
- ensures that teachers, youth workers, leaders and other employees are made aware of and understand The Learning Trust guidance on emergency planning and procedures;
- ensures that the school/setting has emergency procedures in place in the event of a major incident on any visit;
- ensures that the emergency contact has the authority to make significant decisions, being able to respond immediately at the school/setting to the demands of an emergency and should have a back up person or number;
- ensures that a copy of the nominal roll has been left with the emergency contact and that all parent/guardian contact details have been obtained and logged;
- establishes a procedure to ensure that parents/guardians are informed quickly about incident details through the emergency contact rather than the media or via other children and young people;
- recognises that support must be provided by The Learning Trust's communication and marketing team when dealing with media enquiries.

4.4 The Governing or Controlling Body (TLT Head of Service)

- establishes and implements measures to obtain parent/guardian consent on a basis of full information;
- investigates parent/guardian complaints.
- discusses and reviews procedures including incident and emergency management systems;
- ensures that the Head teacher, the OVC and the visit organiser are supported in matters relating to offsite visits and that they have the appropriate time and expertise to fulfill their responsibilities;
- ascertains what governor training is available;
- agrees on the types of visit that they should be informed about;
- asks questions about a visit's purpose and objectives, how they will be met, and that they are appropriate to the age and abilities of the children or young people and that they are consistent with the five outcomes in the Children & Young People's Plan;
- challenges the nature of the venture when the purpose and objectives are not clear or where the means to meet them do not appear to be realistic;
- ensures that visits are approved as necessary by The Learning Trust before bookings are confirmed and any payments made;
- ensures that Head teachers and the OVC have taken all reasonable and practicable measures to include children and young people with special educational, social or medical needs on a visit;
- ensures that early planning and pre-visits can take place and that the results can be acted upon;
- ensures that bookings are not completed until external providers have met all the necessary assurance and ensures that specific items in the risk management are checked prior to departure.
- It is not expected that governors should become directly involved in risk assessment and related matters unless they have an appropriate competence. Governors offering professional advice to their establishments should ensure that their professional indemnity insurance covers them in respect of the advice offered.

4.5 The Group Leader : There should be one person who is designated as the Group Leader. The Group Leader should have been approved by the Head of Establishment and/or Governing Body. Further advice can be sought from The Learning Trust. The Group Leader should:

- undertake and complete the planning and preparation of the offsite visit including any hazardous activities;
- obtain the Head of Establishment's prior agreement before any off-site visit takes place;
- follow The Learning Trust regulations, guidelines and policies;
- appoint a deputy who is capable of assuming the role of Group Leader if required;
- clearly define the role of each member of staff, and ensure all tasks have been assigned;
- be able to control and lead children and young people of the relevant age range;
- ensure that there is a competent instructor to instruct in the activities;
- if possible be familiar with the location/centre where the activity will take place;
- be aware of child protection issues; ensure that adequate first aid provision will be available;
- undertake and complete a risk assessment;
- review regularly undertaken visits and activities and advise heads of establishment where adjustments may be necessary;
- have enough information on the children and young people proposed for the visit to be satisfied that their suitability to attend has been assessed and confirmed;
- ensure that the ratio of supervisors to children and young people is appropriate for the needs of the group;
- consider stopping or modifying the visit if, following a dynamic risk assessment, the risk to health and safety of the children and young people is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors have details of the establishment contact;
- ensure that the group supervisors and the establishment contact have a copy of the emergency procedures;

- meet with participants to agree a code of conduct for the visit/activity and penalties for breaking them bearing in mind Duty of Care;
- work with the OVC to ensure that the offsite visit or hazardous activity meets the Council's requirements;
- fill out the appropriate approval form (s) with their accompanying paperwork;
- ensure all staff have the relevant paperwork approved i.e. CRB checks, minibus driver licence, car insurance and any hazardous activity qualifications needed;
- ensure that staff have copies of all medical consent forms within their group, including staff and completed Emergency Procedures, when not within reasonable distance of main Centre. This means each mini-bus/car should have copies of medical forms etc. for their group (which could be in a sealed envelope). All Leaders should inform themselves of any medical condition and/or allergies of the entire group in case of emergency;
- ensure there are Home Contacts plus Emergency Contacts for outside office hours, and that they have full details of the trip, travel, accommodation, venues, activities, timings, copies of the participants list, completed Emergency Procedures and how to contact the group in an emergency;
- ensure all reasonable steps are taken to keep children and young people safe from harm either by exploitation, accident or through contact with members of the general public;
- in cases where lower levels of supervision are acceptable due to the nature of the activity, contact times should be arranged e.g. early morning and evening, plus where the group and/or activity necessitates on a more frequent basis;
- ensure they have enough information on the participants to assess their suitability for the venture both in temperament and skills required. The leader has the responsibility to terminate any venture which they feel puts participants or staff at risk or where the behaviour of members of the group is deemed inappropriate;
- ensure that any medication being taken by the children and young people is kept safe and stored correctly and that it is administered correctly at the appropriate times; ensure that if staff need to administer medicine about which they have not been informed (e.g. hay fever- anti-histamine, or period pains

aspirin) they phone parents/guardians and obtain permission before hand;

- ensure that staff do not administer medicine for which they have not been trained, for example, the use of epi pens;
- convene daily staff meetings to brief staff on programme changes, discuss concerns, and if necessary re-allocate roles and responsibilities. Staff have a supervisory responsibility for any group they take away even when not directly in touch with the group;
- Ensure that notes are made of any accidents or incidents with details of how they were handled including statements from staff. Full incident and accident forms should be completed after return to home base;
- following the activity, ensure an evaluation report is completed including evaluations from participants and the report lodged with the project;
- ensure that the teachers, learning mentors, supervisors and instructors have the details of children and young people special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ensure that all staff are fully aware of what the visit and activities entail;
- brief all staff on the aims of the activity, group and individual roles and responsibilities of staff including outcomes of risk assessments undertaken;
- send a briefing letter/s to parents/guardians and, where appropriate for longer i.e. over 4 days, or more complicated activities, a briefing meeting should also be held. Letter/s should include:
 - The purpose and objectives of the visit.
 - Age range or group that the activity is open to.
 - Venue, to include full address and telephone number for emergencies if available or alternative arrangements for contacting the group.
 - Times of departure and return.
 - Details of programme and venues to be visited and how any assessed risks will be managed.
 - Closing date for applications.

- Details of any hazardous pursuits and details of instructors and qualifications.
- Transport/travel arrangements.
- Passports/visas required and by when.
- Accommodation details and gender separation/sleeping arrangements.
- Insurance arrangements
- List of any food and clothing, equipment and limit of spending money required
- Name and phone number of Home and Emergency Contacts
- Supervision arrangements for each part of the programme, especially at night, and details of unsupervised periods/down time and any other special arrangements.
- Staffing details including Group Leader, deputy, other leaders, other adults accompanying and details of other adults/staff with whom the children or young people may come into contact e.g. instructors, staff at the venue or accommodation.
- Date, time of briefing meeting.
- That parents/guardians have a responsibility to check their children and young people's luggage and ensure they do not bring any alcohol, illegal or dangerous items.
- That parents/guardians have a responsibility to reinforce the agreed behaviour code, a copy of which should be sent to them, with details of penalties which might be enforced for breaches of behaviour. This might also include arrangements for participants early return.
- Parent/Guardian consent forms to be returned by a given date.
- That parents/guardians should inform staff of any relevant updates to the consent form including details of any medical condition or medication their children and young people are bringing with them.
- Where children or young people bring medication with them that is not on the parent/guardian consent form parents/guardians should ensure they have informed staff beforehand.

- The arrangements for the administering of basic medication by staff should be clear. If staff need to administer medicine about which they have not been informed (e.g. hay fever- anti-histamine, or period pains-aspirin) staff will phone parents/guardians and obtain permission first.
- Details of costs payable (if applicable) and how/when these should be paid

4.6 Accompanying teachers and other staff : must

- ensure the health and safety of everyone in the group and act as any reasonable parent/guardian would do in the same circumstance;
- follow the instructions of the Group Leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health and safety of the children and young people in their charge is unacceptable.

4.7 Adult Volunteers must:

- not be left in sole charge of children or young people except where it has been risk assessed and child protection procedures have been carried out;
- follow the instructions of the Group Leader;
- bring to the attention of the Group Leader any concerns about health & safety or discipline of the pupils at any time during the visit;

4.8 Participants must:

- not take unnecessary risks;
- follow instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly especially where it is necessary to wear protective clothing and equipment;
- be sensitive to codes and customs especially if abroad in a foreign environment;

- look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisors about it.

Note: Any person whose behaviour may be considered to be a danger to themselves or the group may be stopped from going on the visit.

4.9 Parents/guardians/Carers must:

- reinforce the visits code of conduct;
- provide the Group Leader with emergency contact numbers;
- sign the parent/guardian consent and medical form;
- give the Group Leader information about their child's emotional, psychological and physical health which might be relevant to the visit;
- agree to any arrangements for sending a young person home and who will meet the cost.

5. Guidance for planning visits

5.1 General

- 5.5.1 Whether a visit is to a local park, museum or swimming pool or includes a residential visit it is essential that comprehensive formal planning takes place before setting off.
- 5.5.2 The Head teacher/Head of Centre must satisfy themselves that the person planning the visit is competent to do so and has the necessary experience.
- 5.5.3 The Governing Body/Controlling Body must satisfy itself that suitable procedures are in place to ensure that all visits have been planned effectively and that risks are minimised.
- 5.5.4 An exploratory visit, where practicable, should be made by the person who is to lead a group abroad or on a residential visit or who is to instruct or lead a group in an outdoor activity such as trekking in a location that is not familiar to them. Where such a visit cannot be made assurances must be obtained from the centre being visited and any company organising any part of the off-site activity and/or visit. Any centre certified by the governments Quality Badge system will have been assessed for health and safety performance, so a site visit may not be necessary to confirm suitability.

5.2 Risk assessment

- 5.2.1 A risk assessment need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise but specialised information may be necessary and Head teachers/Heads of Centre should ensure that the person assessing the risk is competent to do so.
- 5.2.2 A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or of reducing them. Children and young people must not be placed in situations, which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit or activity must not take place.
- 5.2.3 The risk assessment should be based on the following considerations:
- what are the hazards?
 - who might be affected by them?
 - what safety measures need to be in place to reduce risks to an acceptable level?
 - can the group leader put the safety measures in place?
 - what steps will be taken in an emergency?
- 5.2.4 The person carrying out the risk assessment should record it and give copies to all staff and voluntary supervisors on the visit with details of the measures that they should take to avoid or reduce the risk.
- 5.2.5 Outdoor Education and Adventure Centres should have their own risk assessment for the running of the centre and for the activities that are undertaken. Party leaders should ask for a copy of the Centre's risk assessment for the activities that they are likely to be undertaking. Travel to and from the Centre and other incidentals must be risk assessed by the school.
- 5.2.6 Frequent visits to local venues do not need a risk assessment every time. However, it is essential not to become complacent. An assessment of such visits should be made and reviewed at periodic intervals and if there is a change in the activity, such as a change of route to the venue.
- 5.2.7 The group leader should take the following factors into consideration when assessing the risks:
- the type of visit and the level at which it is being undertaken;
 - the location, routes and modes of transport;

- the competence, experience and qualifications of supervisory staff;
- the ratio of supervisory staff to participants;
- the participants age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of participants;
- the quality and suitability of the available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope if a participant becomes unable or unwilling to continue;
- the need to monitor risks throughout the visit.

5.2.8 The risk assessment form (Appendix A) should be used to assess and record the risk.

5.2.9 Examples of common hazards, risks and control measures are at Appendix B to this Chapter.

5.2.10 Hazards and ensuing risks should be continually evaluated during the off-site activity and appropriate action taken to minimise risks to an acceptable level. This **must** be performed where hazards and/or control measures have changed on-site from the formal assessment.

5.2.11 Consideration must be given to “cut off” criteria which can be used as reference points in risk assessments. For example, “we do not do this activity if the water level is above level”; “wet suits must be worn if the water is colder than....” thus if they are not available then the activity must stop; “buoyancy aids must be used if the depth of water exceeds or the group includes poor swimmers”.

6. Supervision on visits

6.1 Ratios

6.1.1 It is important to have a high enough ratio of adult supervisors to children for any visit. The following factors must be taken into consideration:

- sex, age and ability of the group;
- pupils with special educational or medical needs;
- nature of the activities;
- experience of the adults in off-site supervision;

- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both in general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of the children;
- first aid cover.

6.1.2 The following are the recommended minimum ratios for day visits within the locality and extended day visits:

3 year olds and below	1 adult to 2 participants
4 to 5 year olds	1 adult to 4 participants
Years 1 to 2	1 adult to every 6 participants with a minimum of 2
Years 3 to 4	1 adult to every 10 participants with a minimum of 2
Years 5 to 6	1 adult to every 15 participants with a minimum of 2
Years 7 to 9	1 adult to every 15 participants with a minimum of 2
Years 10 and above	1 adult to every 20 participants with a minimum of 2

6.1.3 The following are the recommended minimum ratios for residential trips in UK:

4 to 5 year olds	At least 1 adult to 4 participants
Years 1 to 2	1 adult to every 6 participants with a minimum of 2
Years 3 to 4	1 adult to every 10 participants with a minimum of 2
Years 5 to 6	1 adult to every 15 participants with a minimum of 2
Years 7 to 9	1 adult to every 15 participants with a minimum of 2
Years 10 and above	1 adult to every 15 participants with a minimum of 2

6.1.4 The following are the recommended minimum ratios for residential and day trips abroad:

Years 1 to 2	1 adult to every 6 participants with a minimum of 2
Years 3 to 4	1 adult to every 10 participants with a minimum of 2
Years 5 to 6	1 adult to every 10 participants with a minimum of 2
Years 7 to 9	1 adult to every 10 participants with a minimum of 2
Years 10 and above	1 adult to every 10 participants with a minimum of 2

6.1.5 In addition to the teacher in charge there should be enough adults to cope effectively with an emergency (one adult may have to leave the group to take a sick/injured child to hospital/home thus there must be sufficient adults remaining to maintain the staffing ratios). When visits are made to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set appropriately.

6.1.6 Where more than one school/setting is involved in the visit/activity, an overall group leader must be appointed who has overall authority over the whole group. The person selected would normally be the one with the most relevant experience.

6.2 Use of parents/volunteers

6.2.1 Where a high adult/child ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. The following must be borne in mind when selecting parents/volunteers:

- will the adults know the children and young people and other adults involved;
- have they appropriate skills, qualifications or experience to offer;
- would participants be likely to respond to them as they would to employed leaders ?

6.2.2 Such persons should not be asked:

- to supervise more than ten participants at any one time;
- they should not be in a situation where they are remote from the support of leaders or other professional members of staff.

6.2.3 All supervising adults must have satisfied a Criminal Records Bureau check.

6.3 Children and Young people with special needs

6.3.1 Headteachers/Heads of Centre and Group Leaders need to ensure that an appropriate level of care and supervision is available to meet any special needs of individuals within the group.

6.3.2 This will include all children and young people with Statements of provision and other participants identified by the school/setting as having significant special needs. All those in positions of authority must ensure that an appropriate level of care and supervision is available to meet the needs of individuals within the group and that:

- the adult/child ratio should be at least equal to that provided in normal circumstances e.g. when in attendance at the school/setting;
- at least two adults with appropriate skills for meeting the special needs of the participants in the group should be available on all off-site activities;
- where only one leader is supervising Head teachers/Heads of Centre must be reasonably sure that participants will not be put at risk should that leader become incapacitated.

6.3.3 Where it is known that the special needs of individuals predispose them to unpredictable behaviour, or to behaviour that might put them at physical risk, then the level of supervision should reflect what would be regarded as reasonable by colleagues who are trained and/or experienced in work with such persons. It should also be considered whether or not it is safe to take these persons off the school/setting site.

6.4 Head counts

6.4.1 Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times.

6.4.2 Pupils, particularly in school years 1 to 3, should be easily identifiable, especially if the visit is to a densely populated area. Brightly coloured caps, T shirts or a school uniform can help identify group members more easily.

6.4.3 Pupils should not wear name badges but it may be found useful to provide pupils with badges displaying the name of the school/setting and its emergency contact number.

6.4.4 The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

6.4.5 It may be useful to consider a buddy system where each child has responsibility for a "buddy" and can raise the alarm if his/her "buddy" is hurt or not present.

6.5 Remote supervision

6.5.1 Some of the time on visits, such as trips abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are competent to be left unsupervised and should ensure parents have agreed this part of the visit.

6.5.2 The group leader remains responsible for pupils even when not in direct contact with them.

6.5.3 Parents should be told, before the visit, whether any form of remote supervision will take place.

7. Preparing children for off-site visits

7.1 General

7.1.1 Participants who are involved in planning and organisation of a visit and who are well prepared will make more informed decisions and will be at less risk. Providing information to participants is an important part of preparing for a visit.

7.1.2 Participants must clearly understand:

- what is expected of them;
- what the visit will entail;
- the standard of behaviour that is expected;
- why rules must be followed;
- any potential dangers;

7.1.3 An example Code of Conduct for residential trips is at Appendix E and may be modified for other activities/visits.

7.1.4 The party leader should ensure that the participants are capable of undertaking the proposed activities but should not coerce participants into undertaking activities in which they have a genuine fear.

7.1.5 Participants whose behaviour is such that the group leader is concerned for their safety or that of others should be withdrawn from the activity.

7.1.6 On residential visits the group leader should consider whether such participants should be sent home early.

7.1.7 Parents and participants should be told in advance of the visit about the procedures for dealing with misbehaviour, how a participant will be returned home safely and who will meet the cost.

7.2 Information for participants

7.2.1 The party leader should decide how information is to be provided, but must ensure that participants understand the key safety information. Where appropriate participants should understand:

- the aims and objectives of the visit;
- the background information of the place to be visited;
- basic foreign words where appropriate;
- relevant foreign culture and customs;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- what standard of behaviour is expected from them;
- appropriate and inappropriate personal and social culture including sexual behaviour;
- who is responsible for the group;
- what not to bring back either from abroad or within the UK e.g. drugs, alcohol, knives, replica guns etc.
- what participants should do if approached by strangers outside the group;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

7.2.2 On residential visits members of the group should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when participants will also need to know about any ground rules agreed between the party leader and the host family.

7.2.3 Where visits involve multiple activities with differing requirements each activity will need to be assessed.

7.2.4 Participants should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff. If at any time there is a change in the planned schedule new activities should be assessed and participants provided with the appropriate information.

7.2.5 Where remote supervision is to take place, pupils must be made aware of ground rules and equipped appropriately. They must also remain in groups at all times. Pupils should have the following at all times:

- telephone number and emergency contact details;
- money;
- maps and plans relevant to the location, sufficient for them to act on effectively;
- access to a mobile phone or told location of telephones and given appropriate coins;
- an understanding of how to summon help;
- out of bounds areas and activities;
- identity cards and a rendezvous point

7.3 Transport

7.3.1 Pupils using transport on a visit should be made aware of basic safety rules including:

- arrive on time and wait for the transport in a safe place;
- do not rush towards the transport when it arrives;
- wear seatbelts and stay seated whilst travelling on transport;
- never tamper with any of the vehicle's equipment or driving controls;
- bags must not block aisles or cause obstructions;
- never attempt to get on or off the moving transport;
- never lean out of or throw things from the window of the transport;
- never get off a vehicle held up by traffic lights or in traffic;
- never run about or pass someone on steps or stairs while transport is moving;
- never kneel or stand on seats;
- never distract or disturb the driver or impede the driver's vision;

- stay clear of doors after boarding or leaving the transport;
- after leaving the vehicle, always wait for it to move off before crossing the road;
- if they feel unwell tell a teacher or supervisor.

7.3.2 The group leader should ensure that pupils know what to do if they miss the scheduled departure time.

8. Pupils with medical and special needs

8.1 Medical needs

8.1.1 Additional safety measures to those already in place in the school will be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits will be required.

8.1.2 All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. Summary sheets held by all teachers, containing details of each pupil's needs and any other relevant information provided by parents, is one way of achieving this.

8.1.3 If appropriate, a volunteer teacher should be trained in administering medication, if they have not already been so trained, and should take responsibility in a medical emergency.

8.1.4 If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular pupil.

8.1.5 The group leader should discuss the pupil's individual needs with the parents. Parents should be asked to supply:

- details of medical conditions;
- emergency contact numbers;
- the child's GP's name, address and phone number;
- information on whether the pupil has spent a night away from home before and their ability to cope effectively;
- written details of any medication required (including instructions on dosage/times) and parental permission to administer;
- parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer;
- information on any allergies/phobias;
- information on any special dietary requirements;

- information on any toileting difficulties, special equipment or aids to daily living;
 - special transport needs for pupils who require help with mobility.
- 8.1.6 Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres etc, if appropriate. If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The group leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.
- 8.1.7 All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary, eg a care assistant.
- 8.1.8 If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the pupil's parents.
- 8.1.9 The group leader should check that the insurance policy covers staff and pupils with pre-existing medical needs.

8.2 Special Educational Needs

- 8.2.1 Schools will already be familiar with the nature of a pupil's special educational needs. Any limitations or problems the pupil may have should be taken into account at the planning stage and when carrying out the risk assessment.
- 8.2.2 Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors should be taken into consideration:
- is the pupil capable of taking part in and benefiting from the activity?
 - can the activity be adapted to enable the pupil to participate at a suitable level?
 - will additional/different resources be necessary?
 - is the pupil able to understand and follow instructions?
 - will additional supervision be necessary?
- 8.2.3 It may be helpful to the pupil if one of the supervisors already knows them well and appreciates their needs fully. The group leader should discuss the visit with the parents of pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

9. Parental involvement in planning

9.1 Information for parents

9.1.1 Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

9.1.2 Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents:

- dates of the visit;
- visit's objectives;
- times of departure and return - parents must have agreed to meet their child on return;
- the location where the pupils will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements on site;
- details of provision for special educational or medical needs;
- procedures for pupils who become ill;
- names of leader, of other staff and of other accompanying adults;
- details of the activities planned and of how the assessed risks will be managed;
- standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign;
- what pupils should not take on the visit or bring back;
- details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions

in the policy and whether parents need to arrange additional cover;

- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to;
- on exchange visits, the details of the host families. For example, whether they have hosted any of the school's pupils before;
- details on the cost of the visit.

9.2 Parental consent

9.2.1 Head teachers or group leaders should seek consent for:

- non-routine curricular visits involving pupils in school years 1 to 3 (no matter how short the visit);
- adventure activities;
- visits abroad;
- other residential visits;
- remote supervision.

9.2.2 If parents withhold consent absolutely the pupil should not be taken on the visit but the curricular aims of the visit should be delivered to the pupil in some other way wherever possible. If the parents give a conditional consent the Head teacher/Head of Centre will need to consider whether the pupil may be taken on the visit or not.

9.2.3 A parental consent form should be completed for each pupil in the group. Besides conveying the parents' consent it could also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information to obtain. General issues to consider include:

- any allergies/phobias the pupil may have;
- any medication the pupil is taking (if so what the dosage is and who is to administer it);
- whether the pupil administers their own medication;
- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- the name, address and phone number of the pupil's GP;

- any special/medical dietary requirements;
- whether the pupil suffers from travel sickness;
- information on any toileting difficulties;
- whether the pupil has any night time tendencies such as sleepwalking (for residential visits);
- the pupil's ability to swim in the pool or sea and their level of safety awareness;
- any other information which the parent thinks should be known;
- the parental home and daytime phone numbers and addresses;
- an alternative contact, with their phone number and address.

9.2.4 The contents of a consent form for a parent to sign will vary according to the type of visit.

9.3 Medical consent

9.3.1 This should form part of the parental consent form. Parents should be asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, Head teachers/Heads of Centre may decide to withdraw the child from the visit - given the additional responsibility this would entail for the group leader.

9.3.2 Doctors can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a pupil unless assured that the group leader had parental authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

9.4 Other consent

9.4.1 Parental consent should be obtained specifically for the transporting of pupils in the private vehicle of a non-teacher adult or another pupil on the visit. Head teachers/heads of Centre should consider whether consent should be obtained before pupils can be carried in a teacher's private vehicle.

9.5 Early return

9.5.1 The group leader should tell parents if they will be expected to fund the early return of a pupil whose conduct gives cause for concern on a visit. A written agreement may be necessary.

9.6 Contact with parents during the visit

9.6.1 Head teachers/Heads of Centre should ensure that parents can contact their child via the school contact and the group leader in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- know the destination details;
- be aware of the emergency contact arrangements at home (particularly important during holiday periods when the school may be closed) and at all the venues the group will visit;
- provide contact numbers for day and night use in case of an emergency.

9.7 Pupils' contact with parents

9.7.1 Group leaders should arrange for parents to be told by the school of the group's safe arrival. One way of doing this is by a 'telephone tree' whereby one parent contacts an agreed group of parents who then contact a further group. Pupils may wish to speak to their parents individually and arrangements should be agreed with parents and pupils before the visit takes place. Parents concerned after a phone call should contact the school contact.

10. Planning transport

10.1 General

10.1.1 The Learning Trust's Transport Solutions should be contacted in the first instance. They may be able to supply transport for an off-site visit but, if not, can supply details of suitable approved companies operating transport that meets the requirements for transporting children.

10.1.2 The group leader must give careful thought to planning transport. The main factors to consider include:

- passenger safety;
- the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;
- number of driving hours required for the journey and length of the driver's day (including non-driving hours);

- capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- type of journey - will the visit take place locally or will it include long distance driving i.e. motorways?
- likely traffic conditions;
- contingency funds and arrangements in case of breakdown/emergency;
- appropriate insurance cover;
- weather;
- journey time and distance;
- stopping points on long journeys for toilet and refreshments;
- supervision.

10.2 Legislation

10.2.1 The Head teachers/Heads of Centre must be satisfied that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit.

10.2.2 The driver is responsible for the vehicle during the visit.

10.2.3 Seat belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. For further information contact the Department of the Environment, Transport and the Regions (DETR).

10.3 Supervision on transport

10.3.1 The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline. This also includes obeying any rules set by the vehicle operator, for example, whether the consumption of food is allowed.

10.3.2 The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of older children are being taken on a short journey. All group members should be made aware of the position of the emergency door and first aid and fire fighting equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

10.3.3 Factors that the group leader should consider when planning supervision on transport include:

- level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- safety when crossing roads as part of the journey the group leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or little freedom they have to ‘roam’. Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- booking transport - the group leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour.
- safety while on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader or other teachers wherever possible;
- head counts, by the group leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport;
- responsibility for checking that seat belts are fastened;
- consider whether a visible and easily recognisable article of clothing should be worn in common by pupils;
- pupils should be made aware that they are not allowed access to the driving area at any time;

- group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;

10.4 Hiring coaches and buses

10.4.1 The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools and settings using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the group leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

10.4.2 If any of the group use a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps. DETR can provide advice.

10.5 Use of private cars

10.5.1 Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils.

10.5.2 Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car. If necessary, assurances should be requested by the Head teacher/Head of Centre. The letter at Appendix X should be used to highlight the requirements to parents/volunteers and documentation must be produced and logged prior to the use of a private car.

10.5.3 The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.

10.5.4 Head teachers/Heads of Centre who wish to use parents, volunteers or other pupils to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents' cars.

10.5.5 It is advisable that parents driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

10.6 Transport in the school minibus

10.6.1 Many schools use their own minibuses for short frequent journeys and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus the driver. They must comply with the various regulations about construction and fittings. A forward facing seat with seat belt must be provided for each child.

10.7 School minibus driver

10.7.1 Although the chair of governors or Head teacher/Head of Centre is ultimately responsible for the school minibus, the driver is responsible for the vehicle during the visit. The minibus driver must be qualified to drive a minibus and have a valid and clean driving licence. The law on driver licensing no longer permits car drivers who passed their test after 1 January 1997 to drive minibuses without passing a Passenger Carrying Vehicle (PCV) driving test or unless they are driving on a Section 19 Permit. This does not apply to existing licence holders over the age of 21. It is advisable for all those who may drive the school minibus receive training in minibus driving and the management of passengers.

10.7.2 The Head teacher/Head of Centre should ensure that teachers driving school minibuses have a rest period before driving. Minibus drivers must always adhere to transport regulations.

10.7.3 The minibus driver must:

- observe TLT and/or governing body guidance, where appropriate;
- not drive when taking medication or undergoing treatment that might affect their ability or judgement;
- know what to do in an emergency;
- know how to use fire fighting and first-aid equipment;
- avoid driving for long periods and ensure that rests are taken when needed;
- clarify and comply with transport regulations and the requirements of the vehicle's insurance cover;
- take into consideration the effects of teaching and the working day;
- have regular medical checks e.g. eyesight.

10.8 Maintenance and checks of the school minibus

10.8.1 The chair of governors, Head teacher or Head of Centre will usually be responsible for the school minibus. However, the carrying out of regular checks and ensuring that the minibus is maintained may be delegated to a willing member of staff. This member of staff should report to the Head teacher/Head of Centre, who is responsible, along with the governing body and/or TLT and other teachers, for ensuring the safety of pupils on school-organised journeys. The person responsible for maintaining the minibus should:

- check the vehicle's condition on a weekly basis;
- ensure proper servicing by a reputable garage;
- ensure any tail lift is serviced and inspected by competent staff;
- maintain the record-of-use book with the service history, insurance and other relevant documents;
- check with the head teacher or governing body before allowing anyone not so authorised to drive the vehicle;
- ensure that any teachers driving the minibus are competent and have undertaken suitable training to do so;
- always be informed before other teachers use the school minibus;
- ensure that drivers of the school minibus are aware that the vehicle should always be logged in and out.

11. Overseas visits

11.1 General

11.1.1 Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this chapter applies to visits abroad, but there are some additional factors that need to be considered, not least because the legislation may be different from that of the UK. Group leaders should always comply with the school policy on visits abroad.

11.2 Travel

11.2.1 The group leader must ensure that any driver being used for a visit is suitably competent to drive in the country being visited. Specific E.U. regulations on maximum driving limits and times and minimum rest requirements must be adhered to. Further factors to consider include:

- local driving regulations
- the need to keep driver tachometer records (where required)
- additional documentation which may be required for minibuses taken abroad
- carrying capacity and loading requirements

11.2.2 Where a group is to travel by air, they should be informed of all safety requirements. The group leader should try to keep the group together at all times.

11.3 Organisational matters

11.3.1 The group leader must identify what vaccinations are required and ensure that all group members are vaccinated prior to a visit (proof of vaccination may be required in some countries).

11.3.2 The group leader must ensure that all group members have the correct passport and visas required for the visit. A group passport may be suitable. Photocopies of passports should be taken and carried by the group leader. Pupils who are not EU nationals may require a separate passport and may need to use separate passport control checkpoints.

11.3.3 The Head teacher/Head of Centre must check with social services, that any pupil subject to a care order may take part in the trip. The Head teacher/head of Centre must ensure that any pupil who is a ward of court is allowed to take part in the trip. This will involve contacting the court well in advance.

11.3.4 Form E111 (available at Post Offices) must be completed by parents prior to the visit. This form entitles the pupil to free medical treatment or concessions within the EU.

11.3.5 The group leader must ensure that all required paperwork is in place (travel tickets, passports, visas, group documents, hotel contracts, medical papers, parental consent forms, contact details for school and parents, group member list, insurance details, accommodation details and location of hospitals or medical services). Where possible, individual passport photos of pupils should be attached to their individual details.

11.3.6 The school must retain full copies of documentation held by the group leader.

11.3.7 Pupils should be provided with a letter in the local foreign language detailing where the reader should take the pupil and asking that the group leader be contacted immediately.

11.3.8 All group members should carry an appropriate amount of local currency, to be decided on by the group leader.

11.3.9 In the event of an emergency, all supervisors must know the location of the British Embassy or Consulate (including contact details).

11.4 Exchange visits

11.4.1 In the case of exchange visits, the group leader must ensure that:

- they have a good personal knowledge of the host school
- where possible, pupils are suitably paired
- host families are aware of any special needs and dietary requirements
- a list of all pupils involved is retained by the Headteacher/Head of Centre
- pupils staying with their host family should have access to a means of contacting family and the group leader
- parents should be made aware that their children will not be under constant supervision

11.4.2 Group leaders must ensure that host families are suitably vetted (including criminal background checks)

11.4.3 Where the health, safety and welfare of pupils are at any point in doubt, the group leader should consider whether the trip can take place.

12. Authorisation for visits

Type of Visit	Authorised by Head teacher / head of centre	Authorised by Governors	Authorised by TLT
Local visit lasting less than 24 hours	Yes	No	No
Lasts over 24 hours	Yes	Yes	Yes
An overnight stay	Yes	Yes	Yes
A journey by air or sea	Yes	Yes	Yes
A journey to a foreign country	Yes	Yes	Yes
Involves hazardous activities	Yes	Yes	Yes

12.1 Local visits

12.1.1 All visits that are less than twenty four hours duration and do not include either an overnight stay or a journey by air or sea, the Head teacher/Head of Centre will authorise these activities. It is not normally necessary to obtain authority from The Learning Trust unless the activity is of a hazardous nature . A record of these activities must be kept by the school/setting and that record must include the following details:

- the number of young person participants;
- the number of staff;
- the venue;
- the nature of the programme.

12.2 Activities other than local visits

12.2.1 These activities must be approved by:

- Headteachers and Heads of Centre
- Governing bodies or Heads of Service as necessary
- The Learning Trust Head of Health and Safety.

12.2.2 Approval should be sought well in advance and certainly before the school/setting is committed financially to a venture.

12.2.3 Approval will only be given to those activities which are in line with the guidance contained within this Chapter.

12.2.4 Where approval by Governors is required it should be recorded in the minutes. Where an opportunity for an off-site activity is being taken at relatively short notice Head teachers/Heads of Centre might find it necessary to make arrangements with governors other than through the normal termly meetings.

12.2.5 Governors must be given sufficient information, in sufficient time, to allow them to make a fair and objective decision. They should be given at least as much information as parents/guardians.

12.2.6 It is the responsibility of governors to:

- ensure that an activity is appropriate to the aims of the school as an educational establishment;
- ensure that an activity is appropriate to the needs of the children and young people involved;

- satisfy themselves that the school can be run efficiently in the absence of any staff on the activity;
- satisfy themselves that all reasonable steps have been taken to ensure the safety of the children and young people involved and that they have no concerns about safety.

12.3 Activities which require TLT approval

12.3.1 The approval of The Learning Trust must be sought for all off-site activities that:

- are more than twenty four hours duration;
- an overnight stay;
- a journey by air or sea
- a journey to a foreign country
- involve hazardous activities

12.3.2 Approval is obtained by using the off-site activities monitoring form (Appendix C). The form can be photocopied for submission for approval. It should be noted that if there is any doubt about the safety or quality of an off-site activity The Learning Trust will be obliged to refuse approval, whether the school/setting is committed or not.

12.3.3 Approval must be sought in good time and before an establishment is committed to running an activity. The following timeframes are to be regarded as the minimum requirement:

- Visit to Youth Club or other facility - 7 working days
- Hazardous Activity - 14 working days
- Residential Activity - One month
- Activities Abroad – One month
- Exchanges (six months - year) - Three months
- For “major expeditions to foreign countries” initial forms must be submitted at least 12 months prior to departure.

12.3.4 Requests for approval will usually be responded to within two weeks of receiving the documentation.

13. Evaluation of visits and monitoring

13.1 Evaluation

13.1.1 All visits should be evaluated to ensure that they have achieved their desired outcome. The results of any evaluation must be used to update existing risk assessments and to determine the future suitability of any activity centre/location used.

13.2 Monitoring

13.2.1 Head teachers/Heads of Centres must ensure that procedures exist for the monitoring of visits. This should be proportionate to the nature of the visit/activity.

13.2.2 Despite the high quality of the leadership on the majority of educational visits, there will be a small minority of poor leaders. These are the people who create the serious risks. There will also be areas of poor procedure within schools/centres. Such failings are unlikely to be found unless there is effective monitoring.

13.2.3 “Field” monitoring should be carried out by the school on a representative random basis. Procedural monitoring will be carried out by The Learning Trust Health and Safety Department both as part of the routine school inspection programme and of the vetting of applications for off-site visits.

14. Emergency procedures

14.1 Introduction

14.1.1 These procedures are recommended for use in the event of an accident or incident involving off-site or hazardous activities.

14.1.2 The information is arranged so that each set of procedures can be lifted out and photocopied. For this reason there is a substantial amount of repetition across the sets. Some elements are relevant to every role.

14.1.3 It is strongly recommended that establishments should have carefully worked out emergency arrangements allowing parties away on visits to contact their base at all possible times. It is rarely possible for one person to guarantee to be available on the end of a telephone at all times but this can be substantially achieved either by having a list of possible contact numbers and / or a mobile

telephone. It is strongly recommended that all involved, or likely to be involved, should be familiar with the procedures and how to use them.

14.1.4 A key element in any emergency may be the method used to deal with the press and media. It is strongly recommended that establishments should have someone responsible for and experienced in this area and through whom all such communications are channelled.

14.1.5 The 24 hour emergency contact for a serious incident concerning any group from any LBH/TLT school or setting is 0208 820 7465 or mobile 0771 7581723.

14.1.6 For the purposes of these procedures a serious incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- any circumstance in which a party member might be seriously at risk;
- serious illness;
- any situation in which the press or media are, or might be, involved.

14.2 Action by Group Leaders and other supervisory adults

14.2.1 It is important that these procedures are implemented as quickly as possible. They should be carried, along with appropriate information (telephone numbers for example) whenever possible.

14.2.2 **First response** - care of the group

- Ensure all staff and participants are safe from further danger.
- Ensure all necessary steps have been taken to provide rescue, medical care and hospitalisation of anyone who is injured or missing .
- Ensure appropriate steps are taken with regard to the welfare of all concerned.
- If an incident has, or is at all likely to, involve the press or media, it is important that you inform your emergency contact, or if they are not available, 0208 820 7465 or mobile 0771 758 1723. It could save much anxiety on the part of colleagues and parents or guardians.
- Do not let party members telephone home until contact has been made with the school/setting and / or The Learning Trust.

- Please note – DO NOT let anyone speak to the press or media other than to refer them to the Press and Information Officer at The Learning Trust. This applies equally to all members of the party, staff and participants.

14.2.3 **Next steps** - In the case of a fatality or other serious accident or incident inform your emergency contact person at the school or setting as soon as possible. Indicate clearly that it is an emergency and give the following information;

- where you are;
- who you are;
- what has happened and to whom;
- what has been done so far; and
- your telephone exchange and number (including direct dialling codes if at all possible - particularly if you are abroad).

14.2.4 The contact person will normally arrange for parents/guardians and others to be informed.

14.2.5 If unable to contact the school/setting emergency contact immediately telephone The Learning Trust on 0208 820 7465 or 0771 758 1723

14.2.6 In the case of a fatality In the United Kingdom, notify the police as soon as possible, give them details of what has happened and what you have done so far. The police will take all necessary statements and notify the next of kin if this has not already been arranged through your emergency contact.

14.2.7 In foreign countries the procedures will vary. Local police should be able to advise. If in doubt follow United Kingdom procedures until told to do otherwise by an appropriate official of the country concerned. However:

- Ensure that you retain all equipment involved in an accident or incident in an unaltered condition.
- Never admit liability of any sort.
- Do not allow anyone to see any party member (staff or participant) without an independent witness being present. No-one, unless they are in a relevant official capacity, has any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.

14.2.8 **General concerns**

- Be as helpful and compassionate as possible with the parents/guardians of children and young people involved.

- Keep a careful written record of all facts, events and circumstances and retain this until all matters are finally settled.
- All these procedures will not necessarily be relevant in every serious accident. They will all be relevant in the case of a fatality. They should be kept in mind and to hand in all cases.
- Be sure you are prepared for emergencies with, for example, a mobile phone and/or money for the telephone and knowledge of the telephone numbers and codes that you might possibly need.

14.3 Action by site emergency contact personnel

14.3.1 The emergency contact should always be a member of the professional staff of the school/setting. If the contact person is also the Head teacher/Head of Centre then this procedure should be read in conjunction with the procedures for Head teachers/Heads of Centres which follow.

14.3.2 **First response** - The first report of an incident can come from many sources. If you receive a call write down:

- callers name, address and telephone number;
- location and time;
- the nature of the incident;
- the names, condition, and location of individuals involved;
- details of any assistance required.

14.3.3 Please note – DO NOT let anyone speak to the press or media other than to refer them to the Press and Information Officer at The Learning Trust. This applies equally to all members of the party, staff and participants.

14.3.4 **Next steps** - Ensure that information about an incident is passed to the Head teacher/Head of Centre or whichever other senior member of staff can be contacted. It is most important that this is done immediately. If unable to contact the school/setting emergency contact immediately telephone The Learning Trust on 0208 820 7465 or 0771 758 1723.

14.3.5 It might not always be possible for the emergency contact to be in a position to take a call from a group. Clearly it is preferable that this should be the case as far as is reasonably possible. This should be borne in mind when the contact person is being chosen.

14.3.6 Never admit liability of any sort.

14.3.7 As far as is possible, do not allow anyone to see staff or participants without an independent witness being present. No one, unless they are in a relevant official capacity, has any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a

confrontation, do not say anything and call the police. Keep a careful written record of all facts, events and circumstances and retain this record until all matters are finally settled.

14.3.8 Be as helpful and compassionate as possible with the parents/guardians of children and young people involved.

14.3.9 Keep details of emergency procedures to hand and ensure that you have the means to implement them – details of all possibly relevant numbers for example.

14.4 Action by Head teachers/Heads of Centre

14.4.1 These emergency procedures should be to hand at all reasonable times.

14.4.2 **First response** - The first report of an incident can come from many sources. If you receive a call write down:

- the name and address of the caller
- the telephone number of the caller, including dialling codes
- the location of the incident;
- the time the incident occurred;
- the nature of the incident;
- the names of the individuals involved;
- the condition and location of any injured;
- details of any assistance required.

14.4.3 **Next steps** - Ensure parents/guardians are informed as quickly and as compassionately as possible.

14.4.4 In serious cases and certainly in the case of a fatality the most rapid and effective way of achieving this will probably be through the local police station. Explain the circumstances and give appropriate details.

14.4.5 PLEASE NOTE - Any delay at this point could mean that parents/guardians could experience distress by learning of an accident through other sources such as the press or media.

14.4.6 The police cannot stay long. Little more than half an hour because of other responsibilities. It is important that arrangements for other forms of support and help for parents/guardians are then made available as quickly as possible.

14.4.7 Whatever is arranged, details should be passed on to whoever is in charge of arrangements so that a course of action can be agreed that will:

- facilitate the use of available resources as necessary;
- ensure all necessary support for those involved;

- ensure parents/guardians, relatives of other participants involved are informed as rapidly as possible so as to avoid being unnecessarily distressed.
- ensure as far as possible that all communications with the media or press go through a suitably experienced person who is responsible for public relations.
- Remind staff to ensure that all equipment involved is retained in an unaltered condition.
- Never admit liability of any sort.
- No-one should see any person involved without an independent witness being present. No-one, unless they are in a relevant official capacity, has any right to see anyone who does not wish to see them. Should any person not in a relevant official capacity try to force a confrontation, do not say anything and call the police.
- DO NOT speak to the press or media other than to refer them to the Press and Information Officer at The Learning Trust.
- Be as helpful and compassionate as possible with parents/guardians.
- Keep a careful written record of all facts, events and circumstances and retain this until all is finally settled.

14.4.8 All these issues will not necessarily be relevant in all cases. They will all be relevant in the case of a fatality. Whatever, they should be kept in mind and to hand.

15. Further Advice and assistance.

15.1 Further information, advice and help is available from the Trust's Health and Safety Team on 020 8820 7338 or 020 8820 7062.

Appendix A

Risk Assessment Form

Description of task					
<i>Location</i>			Assessment Details		
School / Centre _____			Risk Assessment No. _____		
Name of Assessor _____			Date of Assessment _____		
Position Held _____			Planned Review Date _____		
<i>Hazard</i>	<i>Risk</i>	Individuals Affected			
<i>Control Measures already in place</i>					
<i>Calculation of risk (use risk calculator overleaf)</i>					
Seriousness (A)		Likelihood (B)		Risk =AxB	

Control Measures required to reduce risk (if other than minimal risk)

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Calculation of residual risk (use risk calculator overleaf)

Seriousness (A)		Likelihood (B)		Risk =AxB	
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Action Plan

Action	By whom	By when	Date completed/signature

Line Manager's remarks

I agree with the risk assessment recorded above.
There are no outstanding Actions **OR** I have taken the following actions: (delete as necessary).

Signed

Position

Date:

Risk calculator			
Seriousness (A)	Rating	Likelihood (B)	Rating
Fatality	5	Very likely	5
Major injury to several people	4	Likely	4
Major injury	3	Possible	3
Minor injury	2	Unlikely	2
Trivial injury	1	Very unlikely	1
Risk = Seriousness (A) x Likelihood (B)			
Score	Risk	Action required	
1 to 3	Minimal	Control measures should be kept under review	
4 to 9	Low	Control measures should be fine tuned to reduce risk further if possible	
10 to 15	Medium	Control measures should be improved within 2 weeks, consider an alternative lower risk activity	
16 to 25	High	Activity NOT to proceed until risks addressed. Seek immediate advice from TLT Health and Safety Manager	

Appendix B

Examples of Hazards, risks and control measures.

1. Accommodation

Hazard/Risk	Who?	Standard control measures
Domestic hazards	All group members, including leaders	<ul style="list-style-type: none"> • Prior written assurance will be obtained from the accommodation owner or reputable tour operator that suitable and sufficient safety management systems are in place • Check for external validation of standards e.g. local tourist board rating <p>On arrival:</p> <ul style="list-style-type: none"> • Staff to undertake visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings (Staff to check window security fittings to ensure young people cannot climb out onto roof or fall from window) • All party members to report any faulty items found in rooms • Bunk beds will be checked to ensure that ladders are safe and secure, and that guard rails are adequate • All staff will be informed of emergency and first aid procedures and how to contact duty staff/ manager if required at any time • Young people appropriately briefed about: - <ul style="list-style-type: none"> ○ expected standards of behaviour / Code of Conduct ○ any local hazards to establish necessary safety rules inc. balconies, fire escapes, nearby roads and other natural hazards e.g. streams / rivers, lakes, cliffs nearby ○ not to use or access activity equipment or facilities (e.g. swimming pool or problem solving exercises) on premises unless properly supervised by qualified staff member ○ emergency procedures
Fire	All group members, including leaders	<ul style="list-style-type: none"> • Prior written assurance obtained from accommodation owner / reputable tour operator that the premises have been subject to a Fire Risk Assessment under Fire Safety legislation or meet other national/local fire regulations • Group leader to make visual inspection of fire escapes, alarms, equipment, meeting points and procedures on arrival. Any issues, such as locked fire doors, to be raised with management a.s.a.p. • Inform group re fire procedures / conduct Fire Drill on arrival / before first bed-time • All group members will be fully briefed regarding relevant fire safety measures e.g. no clothing placed on convector heaters (staff to regularly check drying rooms to ensure clothing is hung safely) • Where young people have room keys, staff will have access to a master key • If group includes wheelchair users or those with impaired

	Group members with physical impairment	movement, sight or hearing, appropriate measures will be taken to ensure that all group members can evacuate safely in response to a fire alarm
Hygiene considerations	All group members, including leaders	<ul style="list-style-type: none"> • Pre visit check and/or check of information / assurance from reputable tour operator • Tourist board rating, environmental health endorsement or similar • Visual inspection of washing facilities, lighting, heating, ventilation, catering - any issues to be raised with management as soon as possible. • Group will be briefed to wash hands regularly, ideally with soap, and especially before mealtimes
Child protection considerations	All group members	<ul style="list-style-type: none"> • Pre visit check and/or check of information/assurance from reputable tour operator • Establishment has exclusive use of clearly demarcated sleeping accommodation (i.e. own accommodation or area bounded by fire doors) • Staff accommodation adjacent to, and on same floor as, young people • External doors and windows secure against intrusion • Where young people have room keys, staff have access to a master key • Young people can easily contact staff throughout night • Young people are checked into rooms at "lights out"
Night time tendencies	All group members	<ul style="list-style-type: none"> • Information gained from parents/carers re young people's illnesses, sleepwalking etc • Suitable supervision arranged to meet needs of young people
Access requirements for group members with special needs	All group members with special needs	<ul style="list-style-type: none"> • Accommodation meets any special needs of anyone in the group • Pre visit check and/or check of information/assurance from reputable tour operator

2. Canoeing and kayaking

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Leaders trained, competent and experienced with clearly defined roles and responsibilities for all supervisors Leaders familiar with TLT Offsite Visits Guidance and that offered by site management, river advisers etc. Instructors to hold appropriate and current British Canoe Union (BCU) Coaching qualifications for the prevailing conditions (see BCU 'Terms of Reference' for coaching awards) including first aid and resuscitation awards Activity management takes account of group characteristics Supervision levels to be appropriate to the size and competence of the group (1:8, usually with max group size of 12 plus supervisors) Large groups to be split into smaller manageable groups Overall leader remains in touch with all groups and can re- group effectively at agreed points. All group leaders appropriately equipped to cope with likely common incidents, as recommended by the BCU, and trained in use
Lifting and manual handling hazards → long-term injuries	All group members, including leaders	<ul style="list-style-type: none"> Group appropriately briefed and observe demonstration of good lifting and carrying techniques before activity commences More than one person to lift / carry each boat Appropriately trained / experienced leader to supervise the loading / unloading of boats to / from storage racks or trailers
Water → drowning	All group members, including leaders	<ul style="list-style-type: none"> All participants to wear correctly fitted buoyancy aids that conform to EN 393 (or equivalent prevailing) standard Self-righting buoyancy aids may be appropriate for participants with limited mobility or other special needs Leaders to check before group goes afloat and monitor throughout session Capsize drill explained to reduce possibility of participants not making clean exit from upturned craft – “dry” capsize demonstrated on land beforehand
Unsuitable / inappropriate location → injury or fatality	Group members	<ul style="list-style-type: none"> Location has been specifically assessed by technical adviser - BCU Coach Level 3, minimum Weather forecast obtained, weather and water conditions constantly monitored and activity adjusted accordingly
Unclean/polluted water → infection/illness (e.g. Weil's disease)	All group members, including leaders	<ul style="list-style-type: none"> The Group Leader will ensure that: <ul style="list-style-type: none"> areas of stagnant water are avoided reasonable steps are taken to check the cleanliness of the water (clarity, dead animals upstream, signs of litter / sewage/pollution, not used by livestock) before allowing activity to take place unless the water is tested and known to be clean, swimmers are advised to keep their heads above water and not to drink/swallow water if possible

		<ul style="list-style-type: none"> • Participants will cover cuts and wounds with waterproof plasters • Participants will wash their hands and any cuts / wounds with soap and clean water afterwards and before eating (“Wet Wipes” are an acceptable substitute)
Inexperience / Lack of competence of participants → loss of control → collision, capsize	Group members	<ul style="list-style-type: none"> • Group to receive introductory briefing to include, as appropriate the following: - <ul style="list-style-type: none"> ○ basic paddling techniques ○ clearly defined area(s) of operation ○ actions in event of capsize ○ local hazards e.g. other water users, currents, tides, wind etc. ○ basic command signals • Levels of competence established before main activity commences • Activity to be adapted to, and appropriate for, abilities of group
Exposure to weather, prolonged immersion in water → hypothermia	All group members, including leaders	<p>The Group Leader will ensure that:</p> <ul style="list-style-type: none"> • Participants are appropriately clothed for the prevailing conditions • Time on the water is limited (according to the group and water temperature) and session will finish if individuals start to show signs of cold or fatigue • hot drinks, spare warm clothes, and adequate shelter are available • Emergency telephone / arrangements in place
Inappropriate / inadequate equipment → injury	All group members, including leaders	<ul style="list-style-type: none"> • Craft to be used are suitable /appropriately equipped for the prevailing water and weather conditions. If young people are using own boats, these are to be inspected by leader prior to commencing activity. • Unsuitable boats will not be permitted to be used • The Group Leader will ensure that: <ul style="list-style-type: none"> ○ a full check of boats and personal equipment is made prior to departure ○ all boats to have suitable buoyancy ○ as far as possible with the equipment available, boat and paddle sizes are suitable for each individual, and footrests are adjusted appropriately ○ paddlers’ exit from an upturned craft will not be unduly impeded • All group members to wear safety helmets, where conditions or activity may require them, to be checked visually for defects and correctly fitted before activity commences.
Slips, trips, falls/ collisions → injuries	All group members, including leaders	<ul style="list-style-type: none"> • All group members to wear suitable footwear with adequate grip that will help protect against stones/broken glass etc. on shore or water bottom
Individual becomes separated from rest of group	All group members, including leaders	<ul style="list-style-type: none"> • Participants to re-group at appropriate intervals, and wait for everyone to be accounted for before continuing • Leaders maintain awareness of all participants’ locations at all times • Participants to use “buddy” system and briefed regarding procedure if they become separated from rest of group

3. Castles and other historic monuments

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Activity management takes account of group characteristics Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff Leaders familiar with TLT Offsite Visits Guidance and that offered by site management Group leader to undertake preliminary visit.
Hazards specific to Castles e.g. spiral staircases, uneven steps, low doorways, opportunities to climb etc	All group members, including leaders	<ul style="list-style-type: none"> All leaders familiar with guidance offered by site management including emergency and first aid procedures and how to contact duty staff / manager, if required, at any time On arrival, group will be fully briefed regarding required behaviour, potential hazards, "no-go areas", and safety measures/procedures – particular mention will be made of any high bridges or battlements and unprotected drops
Transport to and from venue	All group members, including leaders	<ul style="list-style-type: none"> Use reputable coach company / minibuses in accordance with TLT guidance
Car Park and Road Traffic Issues	All group members, including leaders	<ul style="list-style-type: none"> Hazards known and addressed in pre-planning, including allocation of staff management and briefing of students
Individuals lost or separated	All group members, including leaders	<ul style="list-style-type: none"> Work in defined groups at all times Defined working areas Designated meeting points Use of "buddy" system
Incident / Emergency - no staff present	All group members, including leaders	<ul style="list-style-type: none"> System of emergency contact in place Staffing allocation takes account of medical and behavioural conditions
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to pupils on required behaviour / Code of Conduct
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> Protective clothing etc. according to time of year and weather forecast

4. Coastal locations

Hazard/Risk	Who?	Standard control measures
Inappropriate leadership	All group members, including leaders	<p>The Group Leader will ensure that:</p> <ul style="list-style-type: none"> • all planned venues are pre-visited and individually risk assessed by leader(s) with particular reference to the group involved • appropriate local advice (e.g. from coastguard, harbourmaster, lifeguards, tourist information) is obtained prior to the visit and followed • a current weather and sea state forecast is obtained on the day of the visit • the activity is adapted / changed (plan B or C) or even cancelled/postponed if the forecasts or advice suggest that conditions will be unsuitable. • leaders and group members are made aware of potential hazards (see below) and corresponding safety precautions • the coastguard is informed beforehand of the group's plans, and notified when the group has departed safely
<p>The Sea: rising tides → hypothermia, drowning</p> <p>Unexpected immersion Large / freak waves → swept out to sea → drowning</p>	All group members, including leaders	<ul style="list-style-type: none"> • Group is briefed and made aware of the following: <ul style="list-style-type: none"> ○ tide changes and times, speed of incoming tide (reference markers identified), and factors (e.g. wind) that might affect this ○ areas of the beach / shore that might become cut off, and leave no safe exit route, are avoided ○ any channels on the landward side of the group that may fill up and block safe exits ○ areas of potential soft / sinking sand or mud are identified and avoided • Safe exit routes and timings are planned carefully and all members appropriately briefed, ensuring a wide margin for error • Further emergency exit routes are also identified • A clear safe base is established on the beach to which members of the group may return if separated • Paddling and swimming will only take place when organised according to TLT Guidelines (see generic risk assessment for "Swimming") • Group to keep a safe distance from the open sea, especially in stormy conditions, and if waves are breaking over rocks
Uneven, unstable or slippery surfaces underfoot (rocky shores,	All group members, including leaders	<p>Group leaders to ensure that:</p> <ul style="list-style-type: none"> • appropriate footwear is worn • wet, slippery rocks are avoided unless the group is clearly competent enough, and the staff are able to supervise group safely • Group members are made aware of:

<p>breakwaters etc) → slips, trips, collisions Sharp objects buried in sand, shingle, between rocks etc</p>		<ul style="list-style-type: none"> ○ particular care needed when stepping or jumping between rocks, especially if covered with seaweed, and are wet ○ care needed on steep shingle beaches or tops of dunes or over mud flats lest the surface moves or collapses unexpectedly ○ potential sharp objects (barnacles, broken shells or glass, rusty metal etc)
<p>Cliffs: falls from height, falling rocks or debris</p>	<p>All group members, including leaders</p>	<p>Group leaders to ensure that:</p> <ul style="list-style-type: none"> ● the group behaves sensibly and carefully near cliffs ● group members keep a safe distance from cliff edges at all times (a coloured rope between 2 staff may act as an effective temporary marker/barrier on occasion) and the cliff base ● particular caution is taken near cliffs that are prone to collapse (and especially after periods of heavy rain) ● scrambling/climbing on cliffs or large rocks is not permitted, unless as part of a planned activity with appropriately qualified instructors ● steep and/or exposed paths are avoided, especially after rain ● the group have appropriate footwear with good grip to avoid slips ● group members do not throw stones ● activities such as cycling or running near unfenced cliff tops are avoided
<p>Weather extremes</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> ● Weather forecast checked beforehand ● Protective clothing etc. according to time of year and weather forecast

5. Cycling

Note:

There are no formal nationally recognised qualifications for leading/instructing groups in road cycling.

However, it is recommended that the Group Leader has considerable cycling experience and appropriate leadership training

For off-road cycling, there are a number of Mountain Bike Leader qualifications, and the Group Leader should have as a minimum the BSCA Off Road Leader Award or OTC Trail Mountain Bike Leader Award.

For more remote locations, the OTC Level 2 Advanced Mountain Bike Leader Award or the Scottish Mountain Bike Leader Award (SMBLA) are appropriate qualifications

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • Leaders trained, competent and experienced (see Notes above) with clearly defined roles and responsibilities for all supervisors • Leaders familiar with TLT Offsite Visits Guidance and that offered by site management • Group leader to have cycled beforehand, and be familiar with, the intended route • Activity management takes account of group characteristics • Supervision levels to be appropriate to the size and competence of the group (1:8 with max group size of 12 plus supervisors) • Large groups to be split into smaller manageable groups • Overall leader remains in touch with all groups and can re group effectively at agreed points. • All group leaders to be appropriately equipped to cope with emergencies (first aid kit, puncture repair kit and basic toolkit etc.) • One supervisor to remain at front of group to control speed (and ensure correct route is followed) • One supervisor to remain at rear of group to avoid stragglers • Mountain biking should not take place during the hours of darkness
Inexperience / Lack of competence of participants → loss of control → injury	Group members	<ul style="list-style-type: none"> • Levels of competence established before main activity commences by means of short practical session • Activity or route to be adapted to and appropriate for abilities of group • Before setting off, group to be briefed about : <ul style="list-style-type: none"> ○ correct operation of the bike (brakes/gears). ○ the need to travel at a safe speed ○ the risks of travelling too fast, especially at corners and on loose ground ○ general cycling etiquette and consideration needed

		<p>towards other road/track users e.g. extra care when encountering pedestrians or animals on the track</p> <ul style="list-style-type: none"> ○ the risks of travelling too close to each other ○ the need to clearly inform/signal to others behind if they are intending to slow down or stop (to avoid collisions from behind) ○ the need for the group to keep together - anyone ahead of the group must stop at any junction and await all others before continuing ○ risks and procedures associated with overtaking. A clear request must first be given from the overtaking cyclist before starting the manoeuvre, giving clear directions as to which side is being taken to overtake. The cyclist in front must respond with a clear "OK". before the person behind may overtake ○ particular caution needed on wet, icy or loose surfaces
Inappropriate / inadequate equipment	All group members, including leaders	<ul style="list-style-type: none"> ● Bikes used are road / route worthy. If young people are using own bikes, these are to be inspected by leader prior to commencing activity. ● Unsuitable bikes will not be permitted to be used ● The Group Leader will ensure that: <ul style="list-style-type: none"> ○ a full check of bikes and personal equipment is made prior to departure – particular attention should be given to the brakes. Any equipment that is unsafe must be corrected before commencing activity. ○ bike frame sizes are suitable for each individual, and seats are adjusted to the correct height (balls of feet can touch the ground on both sides when seated) ○ riders' feet can be easily released from peddles. If SPD's are used, ensure that riders using them are fully proficient in their use ○ properly fitted and sized helmets are used at all times ○ operational front and rear lights are fitted if the journey is likely to include travelling in the dark ● All group members to wear safety helmets, to be checked visually for defects and ensure correct fitting before activity commences. ● All group members appropriately dressed with no parts of loose clothing likely to get caught in wheels ● Light rucksacks may be carried if considered safe, but ensure all straps are done up and cannot be caught in wheels
Traffic, other riders → collision → injury	All group members, including leaders	<ul style="list-style-type: none"> ● Routes chosen will be off-road or on quiet roads wherever possible or utilise designated cycle routes / cycle tracks. ● Young people to be briefed specifically of the dangers of riding too closely to each other or other traffic ● Riding on public highways will be in single file ● All crossings of public highways will be under direct control of

		supervisors
Unsuitable terrain, steep descents	All group members, including leaders	<ul style="list-style-type: none"> Chosen route avoids high-risk areas such as steep, rocky descents, paths besides steep drops etc. Steep descents to be strictly controlled by supervisors, group members to dismount and walk where necessary
Group or individual becomes lost or separated from rest of group	All group members, including leaders	<ul style="list-style-type: none"> Group stops at regular intervals, and waits for everyone to regroup before continuing Leaders maintain awareness of their location at all times Sufficient maps and compasses are carried by the leaders Group members are briefed regarding procedure if lost/separated Leaders have mobile phones – signal checked beforehand on pre-visit
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> Appropriate briefing of staff on expected behaviour Appropriate briefing to young people on required behaviour / Code of Conduct <ul style="list-style-type: none"> young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (including visits to the toilets) young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger
Incident / Emergency - no staff present	All group members	<ul style="list-style-type: none"> System of emergency contacts in place Staffing allocation takes account of medical and behavioural conditions
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> Protective clothing etc. according to time of year and weather forecast

6. Farm visits

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • Activity management takes account of group characteristics • Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff • Leaders familiar with TLT Offsite Visits Guidance and that offered by site management • Group leader to undertake preliminary visit.
Hazards specific to Farms e.g. machinery, chemicals, slurry pits, animals, barbed wire, electric fences	All group members, including leaders	<ul style="list-style-type: none"> • Group briefed as appropriate regarding local hazards: - <ul style="list-style-type: none"> ○ always follow instructions by farmer or farm personnel ○ avoid moving machinery ○ not to climb on bales, walls or fences ○ keep away from slurry tanks, hoppers etc ○ not to touch barbed wire or electric fences ○ not to enter fields containing animals and not to touch or feed animals unless the farm personnel are supervising/give permission
Infection and illness (including EColi)		<ul style="list-style-type: none"> • Avoid transmission of infection from hand to mouth • Wash hands thoroughly after touching / handling farm animals

7. Overseas visits

Hazard/Risk	Who?	Standard control measures
Inadequate safety standards of tour operator	All group members, including leaders	<ul style="list-style-type: none"> • Reputable tour operator, appropriately accredited and bonded, used for overseas visit • Prior written assurance obtained from said tour operator that suitable and sufficient safety management systems are provided and in place by means of provided literature
Inappropriate programme for needs of group	All group members, including leaders	<ul style="list-style-type: none"> • Group leader to liaise carefully with provider before visit to arrange a suitable and appropriate programme of activities • Group leader to ensure that all relevant information is forwarded in good time to the provider about age, ability and any special needs in group
Language difficulties → misunderstanding or lack of clarity about safety considerations	All group members, including leaders	<ul style="list-style-type: none"> • Group leader to ensure there is at least one person in the group who can act as translator if required • Group members to have “Help” cards printed in the appropriate language giving contact details of nominated translator if required
Domestic hazards e.g. balconies, fire escapes, steep steps, night-time security	All group members, including leaders	<ul style="list-style-type: none"> • Prior written assurance will be obtained • Staff to undertake visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings • All party members to report any faulty items found in rooms • All leaders aware of emergency and first aid procedures and how to contact duty staff/ manager if required at any time • Young people appropriately briefed about: - <ul style="list-style-type: none"> ○ expected standards of behaviour / Code of Conduct ○ any local hazards to establish necessary safety rules inc. balconies, fire escapes, adjacent roads and other hazards nearby ○ not to use or access activity facilities (e.g. swimming pool or gym) on premises unless properly supervised by qualified staff member ○ locking doors (not fire-doors) ○ emergency procedures
Excursions: hazards specific to the particular excursion e.g. traffic driving on right, offending local customs / culture, steep	All group members, including leaders	<ul style="list-style-type: none"> • Leaders fully aware of the following: - <ul style="list-style-type: none"> ○ Purpose, location, time and duration of visit ○ Activities to be included during the visit ○ Supervisory responsibilities throughout the visit, including any specific responsibilities e.g. 1st Aid, medication, spending money etc. ○ Composition of their groups, including any special or particular needs for individuals ○ Transport arrangements ○ Emergency procedures – communications, mobile phones, Emergency Events card including all emergency

and slippery slopes, low walls and drops, uneven or gravelly paths, loose rocks, beggars, crowds (separation, pickpockets) unaccustomed climatic conditions		<ul style="list-style-type: none"> ○ contact numbers ○ Contingency arrangements in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return to base) ● Young people appropriately briefed to include the following: - <ul style="list-style-type: none"> ○ Purpose, location, time and duration of visit ○ Activities to be included during the visit ○ Expected standards of behaviour / Code of Conduct and pertinent safety rules ○ Required clothing, PPE (inc. sun block and insect repellent) etc ● Emergency procedures - what to do if lost or separated from group, or there is an incident.
Sporting and Adventurous Activities, including “off-piste” activities e.g. skating and tobogganing	All group members, including leaders	<ul style="list-style-type: none"> ● Activities provided by accredited provider ● Prior written assurance obtained as to the competence of the provider and the suitability of the provider’s safety management systems by the provider themselves or the tour operator contracting in the services of said provider ● Group leaders to accompany group members on all activities and be prepared to intervene in or stop the activity, should they have concerns regarding the safety of the young people in their care, until those concerns are addressed ● Group leaders to satisfy themselves that any equipment provided appears to be in good condition and working order
Exhaustion due to lack of fitness, altitude. Heatstroke/ Dehydration	All group members, including leaders	<ul style="list-style-type: none"> ● Group adequately prepared prior to departure ● Pace of activities set to suit group ● Appropriate and adequate period of acclimatisation if participating in prolonged activities at altitude. ● Flexible itinerary to respond to individuals needs and rest requirements ● Group reminded to wear hats and drink plenty of water regularly
Local transport	All group members, including leaders	<ul style="list-style-type: none"> ● Official transport arranged and provided by tour operator to be used wherever possible ● Leaders to ensure that only official taxi companies, such as registered airport taxis or taxis from recognised taxi ranks are used (inc. water taxis) and that the meter is operating before the taxi sets off ● Leaders to ensure that only buses from reputable bus companies (inc. river buses) are used ● The use of private minibuses, minibus taxis and motorbike taxis is to be avoided
Illness due to contaminated water or food	All group members, including leaders	<ul style="list-style-type: none"> ● Young people advised to drink bottled water only ● Brush teeth, wash hands, rinse food with bottled or iodine-treated water, where water-source cannot be relied upon ● Food to be consumed only from “known” sources e.g. hotel restaurant, within group (if self-catering) or host families ● Early medical advice to be sought where appropriate

Drug abuse	All group members, including leaders	<ul style="list-style-type: none"> • Prescription medication only to be taken (NB It may be advisable to check with the FCO or Tour Operator as to what is permissible locally) • All medication to be clearly marked and kept under lock and key by designated group leader
Alcohol abuse	All group members, including leaders	<ul style="list-style-type: none"> • Alcohol to be drunk by group members only with prior parental consent and in moderation when accompanied by group leaders
Domestic and wild animals Snakes Insects	All group members, including leaders	<ul style="list-style-type: none"> • Leaders to brief group members of the dangers of petting, using flash photography near, or aggravating any domestic or wild animals that they might come across. • Where snakes are likely to be present, boots and long trousers are to be worn and care taken when walking over logs and rocks • If bitten, medical advice is to be sought as quickly as possible (see tour operator's guidelines) • Group members will be made aware of insects that might pose potential risk and of recommended precautionary measures e.g. Insect nets and/or repellents to be used if appropriate
Attack, Mugging or Robbery	All group members, including leaders	<ul style="list-style-type: none"> • Group members briefed re. the following: <ul style="list-style-type: none"> ○ avoid known high risk areas and situations ○ to comply with the demands of the robbers and not normally offer any form of resistance ○ sensible security precautions, especially re. carrying of cameras, valuables etc
Loss of travel documents	All group members, including leaders	<ul style="list-style-type: none"> • Documentation to be shared around group leaders / group as appropriate • All important documentation has been photocopied

8. Paddling in open waters

Hazard/Risk	Who?	Standard control measures
<p>Inappropriate leadership</p> <p>Unsuitable locations</p> <p>Inadequate safety provision</p>	<p>Group members</p>	<ul style="list-style-type: none"> • see DfES/CCPR leaflet "Group Safety at Water Margins" http://www.teachernet.gov.uk/visits • Paddling will only be allowed at locations that are regarded as "safe", having been specifically risk assessed by competent persons • Only group members whose parents have given permission will be allowed to enter the water • The Group Leader will ensure that: <ul style="list-style-type: none"> ○ prior local knowledge is sought and acted upon, especially regarding depth and nature (currents, tides, backwash) of water and any specific hazards ○ the advice and directions of the coastguard or lifeguard will be followed ○ beaches with a horizontally divided red/yellow flag (indicating that it is lifeguard patrolled) are used, wherever possible ○ beaches that have a red flag (indicating that the lifeguard has deemed the beach unsafe for environmental or other reasons) are avoided • Beaches are chosen with safe, gently sloping bank/shore where people can enter/exit water easily • The depth of water will be checked and assessed as suitable for the group and activity • Crowded beaches, where it is harder to see and supervise group members, are avoided • Particular caution is taken when paddling in waves, where participants might be knocked off their feet • Tide tables and weather forecasts are checked beforehand as appropriate • An appropriate number (according to location and group) of adults will be available to provide constant supervision • Group leaders will remain alert to danger, and will be ready and prepared, if necessary, to enter the water to provide effective supervision • For Year Groups R – Y2: <ul style="list-style-type: none"> ○ supervision in the water will be 1 adult to a maximum of 4 children – all children to remain within easy reaching distance of their allocated adult ○ supervising adults in the water will stand facing the beach, seaward of their allocated children ○ a sufficient number of supervisors, including a member or members of establishment staff, will remain on the

		<p>beach to provide effective supervision of children not in the water</p> <ul style="list-style-type: none"> ○ children encouraged to take responsibility for each other by acting as spotters for their buddies in the water
Unclean/polluted water → infection/illness (e.g. Weil's disease)	All group members, including leaders	<ul style="list-style-type: none"> ● The Group Leader will ensure that: <ul style="list-style-type: none"> ○ canals or other areas of stagnant water are avoided ○ reasonable steps are taken to check the cleanliness of the water (clarity, dead animals upstream, signs of litter / sewage/pollution, not used by livestock) before allowing swimming to take place ○ unless the water is tested and known to be clean, swimmers are advised to keep their heads above water and not to drink/swallow water if possible ○ beaches that have a blue flag award (indicating good water quality and management) are used wherever possible ● All group members entering the water will cover cuts and wounds with waterproof plasters ● All group members entering the water will wash their hands and any cuts / wounds with soap and clean water afterwards ("Wet Wipes" are an acceptable substitute)
Sudden or prolonged immersion in cold water → hypothermia, collapse, drowning,	All group members, including leaders	<p>The Group Leader will ensure that:</p> <ul style="list-style-type: none"> ● the water and air temperatures are suitable and safe for paddling ● time in the water is limited (according to the group and water temp) and session will finish if individuals start to show signs of cold or fatigue ● leaders and group members are made aware of the potential dangers of sudden and rapid immersion in cold water ● hot drinks, spare warm clothes, and adequate shelter are available
Involuntary immersion → drowning	All group members, including leaders	<ul style="list-style-type: none"> ● Group members to be briefed regarding safety rules and expected behaviour i.e. conditions about running, jumping or diving and it will be made clear that pushing, dragging or ducking others is unsafe and unacceptable ● Beaches are chosen with gently shelving shores, with no sudden changes in depth/gradient ● Group members are made aware of and remain in a clearly identified and demarcated area (use markers if appropriate) ● Paddlers remain in water up to knee deep only ● Paddlers use a buddy system to keep a check on each others' safety
Slips, trips, collisions during → injury	All group members, including leaders	<ul style="list-style-type: none"> ● All participants to wear suitable footwear (to guard against slips and abrasions on rocks, groynes / breakwaters, etc) ● Group members are warned of slipping on seaweed or wet (dark coloured), slippery rocks at water's edge ● Group briefed about, and to carry out own risk assessments

		for, throwing stones, seaweed etc.
Cuts /stings from submarine hazard e.g. rock or weaver fish →injury	All group members, including leaders	<ul style="list-style-type: none"> • All participants to wear suitable footwear (to guard against slips and cuts on rocks/glass/cans etc.) where appropriate e.g. walking across shingle to sand • Local knowledge (e.g. from coastguard or beach patrol) is sought regarding likely hazards, such as weaver fish or jelly fish (yellow flag indicates specific hazard e.g. poisonous jellyfish) • Waters with known hazards are avoided
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> • Weather forecast checked beforehand • Protective clothing etc. according to time of year and weather forecast • The potential novelty of swimming in extremes of weather, e.g. heavy rain or strong winds, where visibility may be obscured is to be resisted.

9. Use of play areas with equipment

Hazard/Risk	Who?	Standard control measures
Hazards specific to play areas e.g. climbing frames, bridges, towers, swings, rockers, etc → falls, collisions	Group members	<ul style="list-style-type: none"> • Group leader to be familiar with guidance offered by site management including emergency and first aid procedures and how to contact duty staff / manager, if required • Young people will be fully briefed regarding required behaviour, potential hazards, “no-go areas”, and safety measures / procedures e.g. <ul style="list-style-type: none"> ○ no jumping from the top of equipment or climbing over safety barriers ○ “clear” elements such as slides, before next person uses it • Leaders to make visual check of site before use and arrange for removal of any animal faeces, broken glass etc and broken equipment to be cordoned off / removed if not done so already • Leaders to be appropriately positioned around the play area as required.
Individuals lost or separated	Group members	<ul style="list-style-type: none"> • Group to remain within boundary (fence) of play area • Individuals to be directed / accompanied by staff to the toilets or refreshment areas as appropriate • Designated meeting points
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> • Appropriate briefing to young people on required behaviour / Code of Conduct • remain in pairs or threes (buddy system - each responsible for named other)
Incident / Emergency - no staff present	Group members	<ul style="list-style-type: none"> • System of emergency contact in place • Staffing allocation takes account of medical and behavioural conditions
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> • Protective clothing etc. according to time of year and weather forecast • Consideration given to possibly increased slipperiness of some surfaces when wet or icy

10. Pond dipping

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • Group leader to have made preliminary visit to, and be familiar with, the site used • Activity management takes account of group characteristics. <ul style="list-style-type: none"> ○ supervision ratio not to exceed 1:9 (1 adult to 3 work groups or 4 pairs) ○ an additional competent adult assistant is also highly recommended • Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff • Leaders familiar with TLT Offsite Visits Guidance and that offered by site management
Unsuitable location Slips, falls, collisions → injury	All group members, including leaders	<ul style="list-style-type: none"> • Area of water and adjoining section of bank used is suitable and presents no significant risks e.g. <ul style="list-style-type: none"> ○ no broken glass/ barbed wire etc. ○ no steep or slippery banks ○ no soft mud or unstable banks that are likely to collapse ○ good visibility for leaders to supervise and monitor whole area used ○ rocks are not unduly slippery • Each group member wears appropriate footwear • Group is set, and stays within, clear boundaries which define an area that can be properly supervised • Group briefed regarding required behaviour: <ul style="list-style-type: none"> ○ not to throw stones ○ not to push others into water ○ be particularly careful at the water's edge ○ step slowly / carefully and beware of slipping on wet rocks ○ no diving/jumping into waters is allowed
Water → hypothermia, drowning	All group members, including leaders	<ul style="list-style-type: none"> • Prior local knowledge sought and acted upon, regarding the any specific hazards • Information obtained about rainfall and water levels during the previous few days prior to the activity • Decision made on the day whether or not to proceed with, or adapt, activity on basis of weather forecast, depth/flow of water etc. • Activity takes place in areas of shallow water, with gently shelving shores, with no sudden changes in depth / gradient • Pond dipping activities take place from a stable, fixed level platform • Activity takes place where direct access to the water is restricted by a strong fence/barrier • Reaching pole / throw-line / lifebuoy available for emergency

		<p>use at site of activity</p> <ul style="list-style-type: none"> • Leaders trained in use of appropriate rescue equipment (N.B. it is usually safer for rescuer to remain on bank, if possible) • All staff are briefed in rescue procedures • Regular and frequent head counts are made by supervising staff • Swimming is not allowed (unless a pre-planned part of the activity – see generic risk assessment “Swimming in Open Waters”)
Infection from water (including Weils Disease)	All group members, including leaders	<ul style="list-style-type: none"> • Young children to be discouraged from sucking their fingers • Group to wash hands after the activity, and before eating or drinking • Cuts and wounds are protected by waterproof plasters
Injury from nets	All group members, including leaders	<ul style="list-style-type: none"> • Group briefed regarding the potential risks (especially to eyes) of net poles, and to carry them carefully, preferably upright • Leaders to ensure that no-one stands behind someone who is dipping. • Leaders to ensure young people dipping are spaced well apart

11. River studies

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • Activity management takes account of group characteristics. • Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff • Leaders familiar with TLT Offsite Visits Guidance and that offered by site management • The river will be pre-visited and specifically risk assessed by the leader, with advice from others who know the site well and can advise on hazards (e.g. changing water levels) and particular control measures and / or operating procedures required
Unsuitable location Slips, falls, collisions → injury	All group members, including leaders	<ul style="list-style-type: none"> • Section of water used is suitable and presents no significant risks e.g. <ul style="list-style-type: none"> ○ no broken glass/ barbed wire etc. ○ no steep or slippery banks ○ no soft mud or unstable banks that are likely to collapse ○ good visibility for leaders to supervise and monitor whole area used ○ rocks are not unduly slippery • Each group member wears appropriate footwear • Group is set, and stays within, clear boundaries which define an area that can be properly supervised • Group briefed regarding required behaviour: <ul style="list-style-type: none"> ○ not to throw stones ○ not to push others into water ○ be particularly careful at the water's edge ○ step slowly / carefully and beware of slipping on wet rocks ○ no diving/jumping into waters is allowed
Water Unexpected immersion → hypothermia, drowning	All group members, including leaders	<ul style="list-style-type: none"> • Prior local knowledge sought and acted upon, regarding the any specific hazards • Information obtained about rainfall and water levels during the previous few days prior to the activity • Decision made on the day whether or not to proceed with, or adapt, activity on basis of weather forecast, depth/flow of water etc. • Appropriate checks made as to any hazards downstream or round the corner (fallen tree, fence, weir, waterfall) • Sites chosen with a safe, gently sloping bank / shore , with no sudden changes in depth / gradient where group members can enter / exit water easily • Regular and frequent head counts are made by staff

Rise in water level, increased strength of current → drowning		<ul style="list-style-type: none"> • Leaders trained in use of, and carry, appropriate rescue equipment e.g. throw-lines (N.B. it is usually safer for rescuer to remain on bank, if possible) • All staff are briefed in rescue procedures • Spare clothes and a towel carried by group in case someone falls in • Swimming is not allowed (unless a pre-planned part of the activity – see generic risk assessment “Swimming in Open Waters”) • Up-to-date checks are made beforehand regarding the suitability of the weather forecast for the day and conditions over the past few days (N.B. conditions might alter considerably from previous visits) • If the river is subject to “releases” from a dam upstream, checks made with the water authorities to ensure the group is not at risk
Infection from water (including Weils Disease)	All group members, including leaders	<ul style="list-style-type: none"> • Leaders to check there are no obvious sources of pollution present (e.g. dead animal upstream) • Group members not to drink the water • Group to wash hands after the activity, and before eating or drinking • Cuts and wounds are protected by waterproof plasters
Extremes of weather	All group members, including leaders	<ul style="list-style-type: none"> • Group is suitably clothed according to the prevailing conditions and with due regard to the weather forecast

		<p>point where the whole swimming area can be observed</p> <ul style="list-style-type: none"> • The lifeguards will remain alert to danger, and will be ready and prepared, if necessary, to enter the water to conduct a rescue • In addition to qualified lifeguards, a sufficient number of other leaders will act as observers/supervisors (it might be appropriate for some leaders to be present also in the water) • Lifeguards will have access to, and be competent in, the use of suitable rescue equipment (e.g. lifebuoy, throw-line and/or reaching pole)
Unclean/ polluted water → infection/ illness (e.g. Weil's disease)	All group members, including leaders	<ul style="list-style-type: none"> • The Group Leader will ensure that: <ul style="list-style-type: none"> ○ canals or other areas of stagnant water are avoided ○ reasonable steps are taken to check the cleanliness of the water (clarity, dead animals upstream, signs of litter / sewage/pollution, not used by livestock) before allowing swimming to take place ○ unless the water is tested and known to be clean, swimmers are advised to keep their heads above water and not to drink/swallow water if possible ○ beaches that have a blue flag award (indicating good water quality and management) are used wherever possible • Swimmers will cover cuts and wounds with waterproof plasters • Swimmers will wash their hands and any cuts / wounds with soap and clean water afterwards ("Wet Wipes" are an acceptable substitute)
Sudden or prolonged immersion in cold water → hypothermia, collapse, drowning,	All group members, including leaders	<ul style="list-style-type: none"> • The Group Leader will ensure that: <ul style="list-style-type: none"> ○ the water and air temperatures are suitable and safe for swimming ○ time in the water is limited (according to the group and water temp) and session will finish if individuals start to show signs of cold or fatigue ○ leaders and group members are made aware of the potential dangers of sudden and rapid immersion in cold water ○ hot drinks, spare warm clothes, and adequate shelter are available
Involuntary immersion → drowning	All group members, including leaders	<ul style="list-style-type: none"> • Group members to be briefed regarding safety rules and expected behaviour i.e. conditions about running, jumping or diving and it will be made clear that pushing, dragging or ducking others is unsafe and unacceptable • All non- or weak swimmers will be identified in advance, and directed to areas suitable to their abilities • The group will not swim until at least 30 minutes after eating (to reduce the likelihood of sudden cramp) • Appropriate numbers of leaders / assistants will be present in

		<p>the water with the group as required</p> <ul style="list-style-type: none"> • The depth of water will be checked and assessed as suitable for the group and activities • beaches are chosen with safe, gently sloping bank/shore where swimmers can enter/exit water easily • beaches are chosen with gently shelving shores, with no sudden changes in depth/gradient • swimmers are made aware of and remain in a clearly identified and demarcated area (use markers if appropriate) • swimmers remain in water up to waist deep only • swimmers remain within their own depth (i.e. so that they can stand up comfortably with head above water level) at all times • swimmers use a buddy system to keep a check on each others' safety
Slips, trips, collisions during → injury	All group members, including leaders	<ul style="list-style-type: none"> • All swimmers wear to suitable footwear (to guard against slips and cuts on rocks/glass/cans etc.) • Group are warned of slipping on seaweed or wet (dark coloured), slippery rocks at water's edge • swimmers are briefed regarding dangers from other water users (e.g. surfers) and to avoid designated areas for water craft • Jumping or diving into waters of unknown depth is not allowed until fully and properly checked and risk assessed by competent leader (N.B. sea or river water levels may change between different occasions, and new unseen obstacles might occur, particularly in rivers/lakes - just because others are jumping/diving from a particular location is not a good indicator of safety!)
Cuts /stings from submarine hazard e.g. rock or weaver fish →injury	All group members, including leaders	<ul style="list-style-type: none"> • All swimmers to wear suitable footwear (to guard against slips and cuts on rocks/glass/cans etc.) • Group leaders will check that there are no underwater hazards (sharp rocks, rusty cans, wire) - by wading in with stick whilst wearing suitable protective footwear • Local knowledge (e.g. from coastguard or beach patrol) is sought regarding likely hazards, such as weaver fish or jelly fish (yellow flag indicates specific hazard e.g. poisonous jellyfish) • Waters with known hazards are avoided
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> • Weather forecast checked beforehand • Protective clothing etc. according to time of year and weather forecast • The potential novelty of swimming in extremes of weather, e.g. heavy rain or strong winds, where visibility may be obscured is to be resisted.

13. Swimming pools

Hazard/Risk	Who?	Standard control measures
Inappropriate leadership	Group members	<ul style="list-style-type: none"> • At least one of the leaders will be an employed member of staff (e.g. teacher, TA, etc) with appropriate leadership experience and competence, and knowledge of the group • An appropriate number of other competent leaders will also accompany the group in a supervisory capacity (at least one other adult leader, with appropriate experience, should accompany to deputise in emergency) • The gender mix of staff will take account of the group's gender mix (normally at least one member of each gender in mixed groups), wherever possible • A member of staff (of appropriate gender) will be available to supervise group members in the changing rooms (as necessary) • If the group is under the direct supervision and care of instructors at the pool, at least one group leader will remain present and immediately available to assist (i.e. with behavioural / pastoral issues) if required, beside the pool • All accompanying staff will remain accessible and available to assist with supervision throughout the pool session (as required) • Staff will have an established emergency procedure in the event of a group member being injured and needing hospitalisation • Meeting points will be agreed for the start and end of sessions • If accompanying staff are directly responsible for providing instruction/supervision of groups in the pool, they will hold the National Rescue Award for Swimming Teachers and Coaches, as a minimum • Only group members whose parents have given permission will be allowed to swim
Inadequate safety provision	Group members	<p>Where there are no lifeguards provided by the pool management, the Group leader will ensure that: -</p> <ul style="list-style-type: none"> • An appropriate number (according to location and group) of qualified lifeguards will be available to provide constant supervision • The lifeguard(s) will supervise from out of the water from a point where the whole swimming area can be observed • The lifeguards will remain alert to danger, and will be ready and prepared, if necessary, to enter the water to conduct a rescue • In addition to qualified lifeguards, a sufficient number of other leaders will act as observers/supervisors (it might be appropriate for some leaders to be present also in the water)

		<ul style="list-style-type: none"> • Lifeguards will have access to, and be competent in, the use of suitable rescue equipment (e.g. lifebuoy, throw-line and/or reaching pole) • The depth of water will be checked and assessed as suitable for the group and activities - diving and other activities
Sudden / unexpected immersion → drowning	Group members	<ul style="list-style-type: none"> • Group appropriately briefed regarding: - <ul style="list-style-type: none"> ○ safety rules and regulations ○ behaviour required / agreed sanctions (e.g. about running, jumping, diving and it will be made clear that pushing, dragging or ducking others is unsafe and unacceptable) • All non swimmers/weak swimmers will be identified and be directed to areas suitable to their ability
Slips, trips, collisions during non-swimming activities	Group members	<ul style="list-style-type: none"> • Group members to be briefed regarding safety rules, expected behaviour (no running) and emergency procedures • Slip resistant surfaces in evidence • Non-formal swim teaching activities to be specifically risk assessed e.g. diving, 'recreational' time, use of slide, flumes, inflatables etc.
Unsafe / inappropriate use of equipment → Injuries	All group members, including leaders	<ul style="list-style-type: none"> • Group members will only use extra equipment (e.g. snorkels, masks etc.) permitted by the pool management • Floats and teaching / play equipment will be used only in accordance with pool management rules and procedures • Where canoes are available (i.e. stored) on poolside, these must not be used whilst swimming activities are taking place. Such use to be specifically risk assessed beforehand.
Poor hygiene arrangements → infections	All group members, including leaders	<ul style="list-style-type: none"> • Group leaders will check that: <ul style="list-style-type: none"> ○ group members use appropriate, clean swimwear, as required ○ group members with medical conditions that are infectious do not participate, or have sufficient protection to be no risk to others • Group leaders to satisfy themselves, and the pool operator informed immediately where there are concerns, about the following: <ul style="list-style-type: none"> ○ changing and showering facilities appear safe and clean ○ the water appears clear and is regularly tested for quality ○ water temperature is appropriate / acceptable
Child protection issues	Group members	<ul style="list-style-type: none"> • Swimming sessions will be arranged for the group's exclusive use in a clearly defined area of the pool • Care, sensitivity, and sensible precautions will be taken regarding changing facilities and assistance in the pool to protect young people (and safeguard leaders from allegations)
Confrontation with members of public	All group members, including	<ul style="list-style-type: none"> • Appropriate briefing of staff on expected behaviour • Appropriate briefing to students on required behaviour /

	leaders	<p>Code of Conduct</p> <ul style="list-style-type: none"> ○ young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets) ○ Young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger
Weather extremes (outdoor pools only)	All group members, including leaders	<ul style="list-style-type: none"> • Protective clothing etc. according to time of year and weather forecast • The potential novelty of swimming in extremes of weather, e.g. heavy rain or strong winds, where visibility may be obscured is to be resisted.
Transport to and from venue	All group members, including leaders	<ul style="list-style-type: none"> • Use reputable coach company / minibuses in accordance with TLT guidance
Car Park and Road Traffic Issues	All group members, including leaders	<ul style="list-style-type: none"> • Hazards known and addressed in pre-planning, including allocation of staff management and briefing of young people

14. Theatres, museums, cinemas and galleries

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> Activity management takes account of group characteristics Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff Leaders familiar with TLT Offsite Visits Guidance and that offered by site management Group leader to undertake preliminary visit to check venue(s) and identify particular hazards
Hazards specific to buildings open to the public e.g. crowds, multiple rooms, stairways → Individuals separated or lost;	All group members, including leaders	<ul style="list-style-type: none"> All leaders familiar with guidance offered by site management including layout of venue, emergency and first aid procedures and how to contact duty staff / manager, if required, at any time Group to be fully briefed regarding required behaviour, potential hazards, any “no-go areas”, and all relevant safety measures / procedures – particular mention will be made of: <ul style="list-style-type: none"> meeting points and timings individuals are never left on their own by other members of their group system for contacting staff in emergency - young people to have ID cards with contact details of leader’s mobile ‘phone number give out maps / plans of the institution Large groups to be divided up into smaller sub-groups reporting to designated members of staff (group leaders) during the visit Group leaders to do a name-check on each rendezvous occasion All leaders will have an established contingency plan for dealing with lost group member
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> Staff clear as to expected standards behaviour by young people Appropriate briefing to young people on required behaviour / Code of Conduct <ul style="list-style-type: none"> young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets) young people to inform / request permission from adult leader if they wish to leave main group for any reason young person’s response if approached inappropriately by a stranger, or if they are offered anything by a stranger <p>Theatres / Cinemas</p>

		<ul style="list-style-type: none"> • Seats will be booked and reserved in advance • The group will be in a block seating area together • Adult leaders to sit at the both ends of each row so that young people will not sit next to other members of the general public
Transport to and from venue	All group members, including leaders	<ul style="list-style-type: none"> • Use reputable coach company / minibuses in accordance with TLT guidance • If using public transport, <ul style="list-style-type: none"> ○ one staff member will be first onboard and last off board ○ one staff member will be last onboard and first off board ○ staff member will stand by and check doorway as young people enter / exit ○ group will be briefed regarding need for orderly entry / exit ○ young people to be seated wherever possible
Car Park and Road Traffic Issues	All group members, including leaders	<ul style="list-style-type: none"> • Hazards known and addressed in pre-planning, including allocation of staff management and briefing of young people
Incident / Emergency - no staff present	All group members	<ul style="list-style-type: none"> • System of emergency contact in place • Staffing allocation takes account of medical and behavioural conditions

15. Theme Parks

Hazard/Risk	Who?	Standard control measures
Inappropriate Leadership	Group members	<ul style="list-style-type: none"> • Activity management takes account of group characteristics • Leaders trained, competent and experienced with clearly defined roles and responsibilities for all staff • Leaders familiar with TLT Offsite Visits Guidance and that offered by site management • Group leader to undertake preliminary visit.
<p>Hazards specific to Theme Parks e.g. large crowds, boundaries encompass large area → Individuals separated or lost;</p> <p>Physically challenging rides → strain injury or illness</p>	All group members, including leaders	<ul style="list-style-type: none"> • All leaders familiar with guidance offered by site management including layout of park (use maps provided), emergency and first aid procedures and how to contact duty staff / manager, if required, at any time • On arrival, group will be fully briefed regarding required behaviour, potential hazards, “no-go areas”, and safety measures / procedures – particular mention will be made of: <ul style="list-style-type: none"> ○ meeting points and timings ○ group members will given a map of the park area and will clearly mark those meeting points on their maps ○ individuals are never left on their own by other members of their group (e.g. if one member does not wish to go on a ride) ○ system for contacting staff in emergency - young people to have ID cards with contact details of leader’s mobile ‘phone number • Large groups to be divided up into smaller sub-groups reporting to designated members of staff (group leaders) during the day • Group leaders will do a name-check on each rendezvous occasion • Group leaders to report to the visit leader at pre-determined intervals during the day • All leaders will have an established contingency plan for dealing with lost group member • Group members briefed to: <ul style="list-style-type: none"> ○ follow safety instructions given by the park staff, and those responsible for each ride ○ relax into seats and against head restraints on rides ○ take ‘time-out’ if feeling dizzy, sick or faint and inform staff
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> • Appropriate briefing of staff on expected behaviour • Appropriate briefing to young people on required behaviour / Code of Conduct <ul style="list-style-type: none"> ○ young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets)

		<ul style="list-style-type: none"> ○ young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger
Transport to and from venue	All group members, including leaders	<ul style="list-style-type: none"> ● Use reputable coach company / minibuses in accordance with TLT guidance
Car Park and Road Traffic Issues	All group members, including leaders	<ul style="list-style-type: none"> ● Hazards known and addressed in pre-planning, including allocation of staff management and briefing of young people
Incident / Emergency - no staff present	All group members	<ul style="list-style-type: none"> ● System of emergency contact in place ● Staffing allocation takes account of medical and behavioural conditions
Weather extremes	All group members, including leaders	<ul style="list-style-type: none"> ● Protective clothing etc. according to time of year and weather forecast

15. Travel by aeroplane

Hazard/Risk	Who?	Standard control measures
At airport – collision with pedestrians by vehicle at drop-off / pick-up point or car park	All group members, including leaders	<ul style="list-style-type: none"> Group members to be briefed appropriately including reminders about moving traffic (driving on right) where necessary Leaders will supervise departure/arrival of group members from/to airport buildings
Individual separated and left behind	All group members	<ul style="list-style-type: none"> Leaders to ensure sufficient time to book in. Some airlines will open a special desk to book large groups in – check with the operator. Group members and parents/carers should be made aware of any restrictions relating to size/weight and contents of luggage beforehand. Leaders will ensure that boarding and leaving the 'plane is carefully supervised by staff members, and will carry out a head count at each stage of process (e.g. passport control, baggage check, customs etc) Designated leaders will be the first and last to enter each stage of process
Confrontation with a member of public	All group members, including leaders	<ul style="list-style-type: none"> Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, restaurants etc.
Group member apprehended by airport security services	All group members	<ul style="list-style-type: none"> Young people to be aware of aviation regulations relating to the carrying of items not belonging to themselves or that are illegal or considered unsafe (e.g. knives) Group members are aware of the need to comply willingly with all security measures and not to jest about possession of bombs or other terrorist activity
Whilst on board – emergency procedures Panic/Fear attack Severe ear aches Deep vein thrombosis (DVT)	All group members, including leaders	<ul style="list-style-type: none"> Leaders will ensure that group members read and/or listen to the airline's official safety instructions, and will help explain emergency procedures to the group if required Seats will be booked, wherever possible, in a single block to enable easier supervision In the event of an emergency or health concern, a leader will notify a member of the cabin crew immediately Group members to be informed about recommended preventative measures, where appropriate

17. Travel by coach

Hazard/Risk	Who?	Standard control measures
Driver error → Traffic accident	All on board	<ul style="list-style-type: none"> • Only coaches from a bona fide, reputable company will be hired (see TLT guidance) • Prior written assurance will be obtained from the coach company that all drivers are adequately trained and adhere to recommended standards, e.g. <ul style="list-style-type: none"> ○ are checked and vetted at appropriate intervals regarding their health/fitness to drive, previous driving experience, and convictions ○ have a full, current PCV licence ○ do not have past convictions for serious driving offences – e.g. drink / driving ○ are not facing impending prosecution for any serious driving offences e.g. drink / driving ○ adhere to strict working hours according to tachograph rules and regulations ○ are informed about and prohibited to drive under the influence of alcohol or drugs ○ are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully “hands-free” operated • Drivers resting, whilst the coach is in motion and being driven by a relief driver, take their rest in the on-board accommodation provided for the purpose and do not remain at the front of the coach
Inappropriate driving by driver	All on board	<ul style="list-style-type: none"> • Group leader to discuss concerns with driver • Stop the journey and ‘phone the company for a new driver if it is felt the group is at risk
Defective vehicles	All on board	<ul style="list-style-type: none"> • Only bona fide, reputable companies will be hired (see TLT guidance) • Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management systems in place e.g. <ul style="list-style-type: none"> ○ it has a current and appropriate PSV Operator’s Licence (N.B. National (blue) or International (green) disc should be clearly displayed in windscreen adjacent to tax disc) ○ it is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) ○ it is a member of and assessed regularly by the Confederation of Passenger Transport, Coach Tourism Council or similar national body that monitors and upholds standards ○ it has full insurance for all its drivers and vehicles,

		<p>including public liability cover</p> <ul style="list-style-type: none"> ○ it has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required ○ it is not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions. ○ all its coaches have a current MOT certificate ○ all its coaches are maintained and serviced regularly (and that records are available if requested for inspection) ○ all seats are fitted with fully operational seat belts ○ all coaches are fitted with fire extinguishers and a fully maintained first aid kit <ul style="list-style-type: none"> ● all emergency exits and door closures on coaches are checked daily and in good working order coaches are checked daily and in good working order
Injury whilst vehicle is in motion	<p>All group members, including leaders</p> <p>Wheelchair users</p>	<ul style="list-style-type: none"> ● All group members will be briefed to stay seated, wherever possible, during journey ● Group members will be instructed to use and fit seat belts correctly at all times during journey ● Service buses without seatbelts will not be used, apart from short local routes, and never used on journeys involving high speed roads ● Aisles and emergency exits will be kept clear of obstructions ● If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted
Travel sickness	All group members, including leaders	<ul style="list-style-type: none"> ● Identified potential sufferers to be seated near the front or coach toilet
On-board toilet		<ul style="list-style-type: none"> ● Should only be used as an emergency
Misbehaviour → injury to self, others inside coach, or passers-by	All group members	<ul style="list-style-type: none"> ● Staffing ratios will be in line with TLT guidance and will be sufficient to maintain good behaviour ● Leaders will sit at various separate locations to maintain good order and ensure young people keep seat belts on, and do not need to leave seats to ask questions etc. ● On double-decker coaches supervisors should be positioned on both decks ● Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the coach
Collision with passing vehicle whilst getting on or off the coach	<p>All group members, including leaders</p> <p>Wheelchair</p>	<ul style="list-style-type: none"> ● Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement) ● Allocate one staff member to stand by and check doorway as young people enter / leave ● Brief group to enter and leave in an orderly manner. ● Transport will have suitable lift/wheelchair access

	users	<ul style="list-style-type: none"> • Access and egress, and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate • Wheelchairs will be properly secured during journey using appropriate fixings
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	All on board	<ul style="list-style-type: none"> • Staff to ensure group members are aware of emergency procedures, as appropriate • Follow directions by coach driver • All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles • If above is not possible, passengers will be instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts • Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the coach and approaching traffic as soon as possible
Stopping-off points / breaks in the journey Individuals separated or lost	Group members	<ul style="list-style-type: none"> • Brief group members re: <ul style="list-style-type: none"> ○ purpose and timings of stop ○ how and where to contact staff ○ remain in pairs or threes (buddy system - each responsible for named other) ○ moving traffic (driving on right abroad) • Careful head count before departure
Confrontation with members of public	All group members, including leaders	<ul style="list-style-type: none"> • Appropriate briefing of staff on expected behaviour • Appropriate briefing to students on required behaviour / Code of Conduct <ul style="list-style-type: none"> ○ young people will operate buddy system – ○ Young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger
Luggage falling from overhead luggage racks	All group members, including leaders	<ul style="list-style-type: none"> • Only one piece of hand luggage to be taken on board & stored securely in overhead rack • All remaining luggage to be stored in luggage hold compartments

18. Travel by ferry

Hazard/Risk	Who?	Standard control measures
<p>Vehicle movements in vehicle park</p> <p>Vehicle movements on vehicle deck</p>	All group members, including leaders	<ul style="list-style-type: none"> • Group to remain on coach • If there is a need to leave the coach, group members to be escorted by member of staff and walk along designated pedestrian lanes • Leaders will closely supervise departure / arrival of group members from / to the coach or minibus on vehicle deck • Young people will not be allowed back onto vehicle deck during journey until time for disembarkation
<p>All accidents</p> <p>Steep stairways</p> <p>Slippery deck</p>	All group members, including leaders	<ul style="list-style-type: none"> • Leaders will establish a specific seating area/meeting point, and ensure that a member of staff is accessible there throughout daytime crossings • At night-time, a staff member will always be available and accessible in a cabin close to main group, and group members will be briefed accordingly • Leaders will ensure that group members read and/or listen to the ship's official safety instructions, and will help explain emergency procedures (term "muster station" etc) to the group • Leaders will give establish clear rules for behaviour and conduct before journey begins, and ensure that particular care must be taken on open deck • Leaders will patrol ship at regular intervals to maintain good order and sensible behaviour • Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets/ restaurants etc. • If journey overnight, cabins/reclining seats will be booked in advance, and wherever possible, in a single block on the same deck to enable easier supervision • If journey overnight, young people will be required to remain in cabins after a set time at night, and leaders will patrol to check • Leaders will have clear pre - planned procedure for missing pupils • If a major emergency occurs, a leader will notify a senior member of the ship's crew immediately
Falling overboard	All group members, including leaders	<ul style="list-style-type: none"> • Leaders will not permit group members to go onto open deck area if sea is rough, unless accompanied by a staff member • Leaders will brief young people not to go onto sections of the boat that prohibit access • No group member or leader will be allowed to drink alcohol whilst onboard

<p>Individual separated and left behind</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • Leaders will ensure that boarding and leaving the ferry / ship is carefully supervised by staff members, and will carry out a head count before / after boarding and leaving • Leaders will explain arrangements for docking, and where / when to meet, and remind group of stairway and vehicle deck numbers • Leaders will be the first and last to enter when boarding, and the first and last to exit when leaving
<p>Confrontation with members of public</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • Appropriate briefing of staff on expected behaviour • Appropriate briefing to young people on required behaviour / Code of Conduct <ul style="list-style-type: none"> ○ young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets) ○ young people will be briefed regarding their response if approached inappropriately by a stranger, or if they are offered anything by a stranger

19. Travel - general considerations

Hazard/Risk	Who?	Standard control measures
Driver error → road traffic accident	All group members, including leaders	<ul style="list-style-type: none"> • Drivers must hold a valid Minibus Drivers' Permit Card • Driver/s must have a current, clean driving licence, with full D1 entitlement. • PCV Licence if travelling abroad • Drivers must inform DVLA of any medical condition that affects their ability to drive • Drivers' driving licences checked annually by responsible member of staff with delegated authority from head of establishment • Drivers <u>must not</u> use a mobile 'phone or radio in the minibus unless the vehicle is parked safely. • Appropriate written records kept e.g. <ul style="list-style-type: none"> ○ list of authorised drivers ○ training records
Driver tiredness → road traffic accident (See additional guidance : RoSPA 'Driving for Work: Safer Journey Planner)	All group members, including leaders	<p>The driver will:</p> <ul style="list-style-type: none"> • share the driving with an accompanying adult on longer journeys (essential for journeys more than 2 hours duration) • adhere to strict working/driving hours and rest periods according to LA Guidelines • not drive if feeling too tired or unwell to drive safely • not drive if under the influence of alcohol, drugs or medication • Minibus and drivers' hours will follow EC requirements and tachograph used where appropriate.
Defective minibus	All group members, including leaders	<p>Establishment –owned minibus(es)</p> <ul style="list-style-type: none"> • Vehicle is maintained in accordance with the manufacturer's instructions and TLT policy • Effective vehicle defect reporting system in place with responsible member of staff to effect appropriate response • Appropriate written records kept e.g. <ul style="list-style-type: none"> ○ the vehicle documents and maintenance records ○ operating log • Operator possesses and will display "Section 19 Small Bus Permit" in minibus windscreen • Vehicle is covered by membership of a motor recovery organisation, with details available for each journey <p>Hired minibus from outside organisation</p> <ul style="list-style-type: none"> • Prior written assurance will be obtained from the hiring organisation that the organisation: <ul style="list-style-type: none"> ○ has a current and appropriate PSV Operator's Licence

		<p>(N.B. Standard (blue) or Small Operator < 2 vehicles (orange) disc should be clearly displayed in windscreen adjacent to tax disc)</p> <ul style="list-style-type: none"> ○ has full insurance for all its vehicles ○ has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required ○ is not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions. <p>All minibuses</p> <ul style="list-style-type: none"> ● Vehicle is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) and has a current MOT certificate ● has been maintained and serviced regularly (and that records are available if requested for inspection) ● is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet “M2” standard) ● is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit ● has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared ● Pre-drive inspection carried out and record sheet completed by driver. Items for inspection to include: - <ul style="list-style-type: none"> ○ tyres – condition and pressure ○ windscreens are clean (outside and inside), mirrors adjusted, all brakes (inc. handbrake), lights (inc. indicators and brake lights) and washer / wipers operate correctly ○ all seats have fully operational seat belts ○ fire extinguisher and first aid kit are present and correct ● If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified
<p>Passenger behaviour distracts driver → road traffic accident.</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> ● Young people briefed beforehand about required behaviour with reasons and consequences ● A second adult will normally accompany the main driver, especially on long journeys, or with young people who might be disruptive ● It is the driver’s legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years ● The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over ● The second adult will sit with the young people in the main passenger section in order to maintain good order, ensure young people keep seat belts on, and attend to any needs ● Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if

		<p>required, will be fitted</p> <ul style="list-style-type: none"> Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus
Collision with passing vehicle whilst getting on or off minibus → Injury	All group members, including leaders	<ul style="list-style-type: none"> The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement) Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.
Where a Tail Lift is to be used: wheelchair tips or falls → Injury	All group members, including leaders	<ul style="list-style-type: none"> Access, egress and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids if appropriate Power chairs switched off. Manual chair's brakes applied Wheelchairs will be properly secured during journey using appropriate fixings
Where a roof rack is to be used: Falling luggage → r.t.a. Lifting heavy / awkward items →injuries Falling from height whilst loading/ unloading → Injuries Overloading affects steering → r.t.a.	All group members, including leaders	<ul style="list-style-type: none"> It is the driver's legal responsibility to ensure the roof rack is correctly and securely fitted It is the driver's legal responsibility to ensure that all luggage is stowed securely and with no loose straps etc. An overall cover will be placed over the luggage and tied down securely Additional helpers and care will be used when lifting and unloading heavy items of luggage Operator will ensure that safe and secure access (usually fixed ladder) to roof rack is provided Only authorised persons will be allowed onto the roof Appropriate care will be taken by those packing luggage on roof, especially during wet conditions Luggage load will be within capacity of roof rack and vehicle (should not exceed 100kg - see manufacturers' specifications) Extra care will be taken when driving, especially cornering / braking
Where trailers are to be used: Trailer jack-knives, or collides with other vehicle → r.t.a.	All group members, including leaders	<ul style="list-style-type: none"> Trailers are not to be towed if passengers are being carried in the rear compartment of the vehicle, unless emergency exit doors are fitted to both sides of the vehicle Driver will have had suitable prior experience of and/or training in towing trailers before doing so behind a minibus carrying passengers and has the necessary entitlement (D1+ E) on their driving licence Driver will take extra care driving longer vehicle, and will

<p>Defective fitting or trailer</p> <p>Falling luggage or cargo → r.t.a</p>		<p>keep within lower speed limits required by law</p> <ul style="list-style-type: none"> ● It is the driver's legal responsibility to ensure that: <ul style="list-style-type: none"> ○ trailer is securely and correctly connected to minibus before departure ○ break-away cables are fitted and connected correctly before departure ○ all lights are fitted and operate correctly before departure ○ tyre tread and pressures are legal and as recommended (and spare tyre is carried) ○ brakes, where fitted are "off" and working effectively and evenly ○ jockey wheel is stored securely and correctly before departure ○ the trailer is not overloaded (below specified limits for trailer, towing vehicle and gross train weight) ○ all luggage is stowed securely and safely with no loose straps that could catch beneath wheels etc
<p>In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> ● All doors must be unlocked when carrying passengers. ● Aisles and emergency exits will be kept clear of obstructions ● Staff to ensure group members are aware of emergency procedures, as appropriate ● All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised ● Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible

20. Travel by mini-bus

Hazard/Risk	Who?	Standard control measures
All accidents and incidents	All group members, including leaders	<ul style="list-style-type: none"> • Leaders briefed re the following: - <ul style="list-style-type: none"> ○ purpose, location, time and duration of visit ○ activities to be included during the visit ○ composition of group, including any special or particular needs for individuals ○ transport considerations ○ supervisory responsibilities throughout the visit, including any specific responsibilities e.g. 1st Aid, medication, spending money etc. ○ emergency procedures – communications, mobile ‘phones, Emergency Events card including all emergency contact numbers ○ contingency arrangements in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home) • Young people appropriately briefed to include the following: - <ul style="list-style-type: none"> ○ purpose, location, time and duration of visit ○ activities to be included during the visit ○ expected standards of behaviour / Code of Conduct and pertinent safety rules ○ required clothing, PPE etc ○ emergency procedures - what to do if lost or separated from group, or there is an incident.
Defective vehicles, or unsafe drivers or operating procedures → accident	All group members, including leaders	<ul style="list-style-type: none"> • Only bona fide, reputable companies will be hired • Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management systems in place
Whilst on transport: Misbehaviour → injury to self, others inside transport, or passers-by	All group members, including leaders	<ul style="list-style-type: none"> • Staffing supervision is within LA recommended ratios, sufficient to meet pastoral needs and maintain good behaviour • Leaders will sit at various separate locations to ensure well-being and good behaviour • Young people will be told not to: <ul style="list-style-type: none"> ○ throw anything either inside vehicle or out of windows ○ distract or disturb vehicle driver’s concentration whilst travelling ○ lean against or touch the emergency exits (except in emergency) ○ open or close vehicle windows without permission ○ lean out or put head/hands through open windows ○ hold or hang things out of the windows ○ gesticulate to passers-by or other transport users. • Individual risk assessments will be carried out if required • Additional staffing will be arranged to ensure safe supervision if necessary

<p>Unexpected motion or braking of transport → injury</p> <p>Obstacles in gangways, etc. → falls & injury</p> <p>Major incident e.g. collision / breakdown</p> <p>Health concerns, travel sickness</p>		<ul style="list-style-type: none"> • Young people told to remain seated with seatbelts fastened where appropriate and not to move around vehicle unnecessarily • Wheelchairs will be properly secured during journey using appropriate fixings • If user remains in wheelchair, appropriate seat belts, if required, will be fitted • Aisles and emergency exits will be kept clear of obstructions • Leaders will ensure that group members read and/or listen to transport officials' safety instructions, and will help explain emergency procedures to the group if required • In the event of an emergency or health concern, a leader will notify a member of the cabin crew immediately • Young people (and parents in letter) will be reminded to bring personal medication if required • Young people will have written parental consent and will inform leaders if medication taken or required • Visit leader will carry information regarding medical conditions and relevant medication carried • Young people will be briefed to eat/drink sensibly
<p>Injury whilst getting on / off transport</p> <p>Injury transferring, if needed, into/out of wheelchair</p> <p>Collision with passing vehicle → Injury</p>	<p>All group members</p> <p>Wheelchair users</p> <p>Wheelchair users and staff / assistants</p>	<ul style="list-style-type: none"> • Allocate one staff member to stand by and check doorway as young people enter/leave • Brief group to enter and leave in an orderly manner • Instruct group to wait behind staff member and wait until given order to enter/exit. • Transport will have suitable lift/wheelchair access • Access, egress and transfers will be carefully supervised (and assisted, if required) by sufficient number of trained, experienced staff members with suitable lifting aids where appropriate • Choose safe locations to get on/off transport • Ensure one staff member is the first onboard and last off board • Ensure that one staff member is the last onboard and first off board
<p>Breaks in journey e.g. service, bus or railway stations, airports etc</p>	<p>All group members</p>	<ul style="list-style-type: none"> • Brief leaders and young people re : <ul style="list-style-type: none"> ○ purpose and timings of stop ○ rendezvous times and places ○ hazards and conduct / behaviour required ○ how and where to contact staff (agree staff supervisory responsibilities beforehand) ○ to remain in pairs or threes (buddy system - each responsible for named other) ○ procedure if they become lost or separated from their group

		<ul style="list-style-type: none"> • Remind re moving traffic (driving on right abroad) • Young people will have ID cards with contact details of accommodation, school and leader 's mobile 'phone number • Careful head count before departure
Confrontation with a member of public	All group members, including leaders	<ul style="list-style-type: none"> • Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, restaurants etc. • Seats will be booked, wherever possible, in a single block to enable easier supervision
Inappropriate provision, activity or actions by provider or provider's staff	All group members, including leaders	<ul style="list-style-type: none"> • Only bona fide, reputable providers will be used • Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management and quality-control systems in place
Whilst on activity: Inappropriate behaviour → injury to self, other party members, or passers-by	All group members, including leaders	<ul style="list-style-type: none"> • Staffing supervision is within TLT recommended ratios, sufficient to meet pastoral needs and maintain good behaviour • Overall party divided into smaller groups for more effective supervision by staff • Young people appropriately briefed to include the following: - <ul style="list-style-type: none"> ○ Purpose and duration of activity ○ Expected standards of behaviour and pertinent safety rules – follow instructions / directions from provider's staff where applicable ○ Emergency procedures - what to do if there is an incident or they become lost or separated from group

21. Travel on foot

Hazard/Risk	Who?	Standard control measures
All accidents	All group members, including leaders	<ul style="list-style-type: none"> This generic risk assessment will be read and completed in addition to the generic risk assessment “ Travel - General” which gives general safety guidance applicable to all journeys Where possible, prior inspection of the intended journey will be undertaken by at least one group leader to identify potential hazards and choose safe walking route The route will be planned to avoid fast or dangerous junctions or sections of road Staff will be fully briefed with respect to supervisory responsibilities
Collision with vehicular traffic (roads with pavements)	All group members, including leaders	<ul style="list-style-type: none"> Young people given appropriate briefing regarding hazards and required behaviour e.g. remain on pavements unless instructed otherwise, courtesy to public, etc The planned route utilizes wide pavements where possible The planned route will cross roads only at designated crossing points or at specified locations which are considered to be low risk All journeys, especially road crossings, will be closely supervised by staff Young people will be briefed not to cross roads, unless and until specifically instructed to do so by staff One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself If abroad, pupils will be briefed regarding right-hand traffic and any local traffic rules
Collision with vehicular traffic (roads with no pavements)	All group members, including leaders	<ul style="list-style-type: none"> Walking beside roads with no pavements will be kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative (consideration will be given to factors such as speed and business of traffic, and widths of road and verge) Young people given appropriate briefing regarding required behaviour i.e. – <ul style="list-style-type: none"> to stay together as one group, on one side of the road only to walk in a single file close to roadside to walk off the road and on the verge, if at all possible The group will normally walk on the side of the road facing oncoming traffic, but the group leader will choose the safest

		<p>side according to road conditions, width of verge, and visibility of traffic) Particular care will be taken around corners, when oncoming traffic may not be visible</p> <ul style="list-style-type: none"> • Leaders will be positioned at the front and back of the group. N.B. It will not normally be safe for staff members to walk alongside the group • If visibility is poor, leaders at the front and rear of the group will be positioned at an appropriate distance ahead and behind the group to give prior warning to oncoming vehicles (wear bright clothing - fluorescent, if possible; flags or signs might be used if appropriate to signal to drivers to slow down) • Leaders will warn group members of oncoming traffic and give instructions to the group to move onto the verge if appropriate • Roads will be crossed only at safe locations where visibility is clear and sufficient time is available to cross
Collision with vehicular traffic when crossing roads	All group members, including leaders	<ul style="list-style-type: none"> • Young people given appropriate briefing regarding required behaviour when crossing roads e.g. walk, utilize pedestrian islands, cross in waves/small groups, leave clear exit at far side • Young people only to cross roads when specifically directed to do so by staff • Staff will be appropriately positioned and clearly visible to signal traffic to stop and guide group safely across

22. Travel by private vehicle

Hazard/Risk	Who?	Standard control measures
All accidents	All group members, including leaders	<ul style="list-style-type: none"> • This generic risk assessment will be read and completed in addition to the generic risk assessment “ Travel - General” which gives general safety guidance applicable to all journeys • Volunteer Drivers’ form completed and original copies seen of all required documents by establishment Head or delegated trip organiser
Driver error	All group members, including leaders	<p>The driver: -</p> <ul style="list-style-type: none"> • has a current driving licence for the type of vehicle s/he will be driving (driving licences should be checked annually by designated “responsible person”) • is an experienced driver who has held a full driving licence for at least 2 years • has no past convictions (in the last 5 years) for, and is not facing impending prosecution for, any significant driving offences (e.g. drink driving) • is healthy and fit to drive • is aware of and agrees to implement the following TLT guidance <ul style="list-style-type: none"> ○ to share the driving with an accompanying adult on longer journeys (essential for journeys over 100 miles) ○ to adhere to strict working/driving hours and rest periods ○ not to drive if feeling too tired or unwell to drive safely ○ not to drive if under the influence of alcohol, drugs or medication ○ <u>not</u> to use a mobile ‘phone or radio in the car unless the car is stationary or the equipment is fully “hands-free” operated. ○ to adhere to national speed limits and the highway code ○ to drive in a responsible and sensible manner ○ to choose safe locations, away from busy traffic, for passengers to get in/out of car (e.g. car park, onto wide pavement) • will check and ensure that seat belts are fitted correctly on all young people before departure and after all breaks in the journey

<p>Defective or unsuitable vehicle</p>	<p>All group members, including leaders</p>	<ul style="list-style-type: none"> • The following documents must be checked as evidence the vehicle is roadworthy. <ul style="list-style-type: none"> ○ valid road tax ○ current MOT certificate ○ (receipt for last service) • There is adequate motor vehicle insurance cover provided i.e. it is insured for personal business use • It is ideal to have some form of 'Breakdown' cover • The establishment must ascertain that: <ul style="list-style-type: none"> ○ the vehicle is fitted with fully operational seatbelts (ideally 3 point) for each person ○ booster cushions must be available for use when appropriate (children under 1.35m) ○ the vehicle has sufficient capacity for each passenger to have their own seat and own seatbelt ○ if younger children are being transported, child-safe locks are operational on the doors to ensure that they cannot be opened accidentally
<p>Child abuse</p>	<p>All group members,</p>	<p>Prior to a volunteer driver taking young people in their car, the school/establishment will make all reasonable and appropriate checks to ensure that young people are not at risk of harm from the driver, including: -</p> <ul style="list-style-type: none"> • requesting personal references of occasional/one-off volunteers who are unknown to the group leader • requesting a CRB check on any volunteer who will have regular unsupervised contact with young people • requesting volunteers to read and sign an agreed "Code of Safe Conduct" • placing groups of young people in a vehicle together who live close-by to each other to minimise the potential risks associated of transporting children alone • making prior arrangements to ensure that young people do not need to be transported alone • providing volunteers with pre-determined routes and timings for the journey being undertaken
<p>Driver distracted by misbehaviour or illness in car</p>	<p>All group members, including leaders</p>	<p>The establishment will ensure that: -</p> <ul style="list-style-type: none"> • young people who are likely to present challenging behaviour are appropriately supervised by staff who are aware of and capable of handling their behaviour • volunteer drivers are informed beforehand of any individuals who might present challenging or difficult behaviour, and are considered sufficiently capable of dealing safely and appropriately with any disruptive behaviour • a second adult accompanies the main driver on long journeys, or with young people who might be disruptive, in order to maintain good order, ensure young people keep seat belts on, and attend to any needs

		<ul style="list-style-type: none"> • the group leader will place groups of young people together who get along well, thus minimising the risk of disruption and conflict • young people are briefed beforehand regarding required conduct/behaviour • young people are briefed not to open vehicle windows without permission, and not to place hands/heads out of open windows • young people are briefed not to throw anything inside or from the vehicle, or to make signs to passing road users • the driver will be informed of any significant medical conditions (including propensity for travel sickness) and relevant medication carried • any travel sickness equipment is provided • young people are briefed to eat/drink sensibly
<p>In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation</p>	<p>All group members, including leaders</p>	<p>The school/establishment will instruct drivers:</p> <ul style="list-style-type: none"> • if breakdown or accident occurs, to evacuate all passengers away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles • if above is not possible, to instruct passengers to sit on side of vehicle furthest from moving traffic and remain wearing seat belts • Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible

23. Travel by rail (including underground)

Hazard/Risk	Who?	Standard control measures
All accidents	All group members, including leaders	<ul style="list-style-type: none"> This generic risk assessment will be used in addition to the generic risk assessment, "Travel - General" which gives general safety guidance applicable to all journeys.
<p>On platform - Getting hit by train door opening as train arrives</p> <p>Falling from platform onto track</p> <p>Falling between train and platform</p> <p>Getting caught in automatic door as it closes</p> <p>Being left behind on platform due to pressure of numbers on train</p>	All group members, including leaders	<ul style="list-style-type: none"> Whilst boarding, leaders will ensure that group remains in orderly line well back from edge of platform until the train is stationary and the doors are open Young people to be briefed about waiting well back from platform edge Supervisors to be appropriately positioned on platform for effective supervision of the group Only leaders will be allowed to open the train doors to either board or leave the train, and the young people will be briefed accordingly Leaders will ensure that boarding and leaving the train is carefully supervised by a staff member, and in an orderly manner Leaders will be the first and last to enter when boarding, and the first and last to exit when leaving Leaders will have a prepared contingency plan if the train is overcrowded and some of the group cannot enter the train due to pressure of numbers Leaders will be available to assist with the lifting of luggage onto/off the train Seats will be booked in advance, and wherever possible, in a single block within the same carriage A leader will always remain with each group if the party becomes separated
<p>Falls if train suddenly stops or slows</p> <p>Falls from train, out of train doors</p> <p>Leaning out of windows as train passes another train or bridge etc.</p>	All group members, including leaders	<ul style="list-style-type: none"> All group members will be briefed to stay seated, wherever possible, during the journey Leaders will sit at separate locations amongst group to maintain good order and sensible behaviour A leader will be positioned at each end of group to give permission/be aware when individuals leave the group to go to the toilet or buffet Young people will be given particular instructions not to lean out of windows or to open or touch any exterior doors If a major emergency occurs that requires the train to stop, a leader will notify the guard or pull the emergency lever/alarm, if considered necessary Leaders will check that all luggage is stored securely, and

Hit by luggage falling from rack above		<p>that heavy items are placed, wherever possible, on low racks at end of carriage</p> <ul style="list-style-type: none"> • Young people will be instructed to remain in their seats whilst train is visiting stations
Confrontation with a member of public		<ul style="list-style-type: none"> • Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, buffet etc.

24. Additional considerations for all visits

a. Indirect/remote supervision

(includes field work, souvenir shopping, theme parks, historic sites etc)

Hazard/Risk	Who?	Standard control measures
Environment / Location	Group members	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision • Appropriate and effective communications system is in place e.g. check-points / “dead-letter” drops / mobile ‘phones / “walkie-talkie” short wave radios • Young people to be aware of starting point and end point / destination details as a bare minimum knowledge of the activity being undertaken.
Poor decision making and leadership	Group members	<ul style="list-style-type: none"> • Previous experience of managing remote supervision situations • Preliminary visit of site by staff responsible for supervision • Supervisors fully understand their responsibilities • Plan supervision arrangements before visit and brief staff and young people • Young people will be assessed as competent (any individual for whom indirect supervision is not considered suitable will be directly supervised) • Young people to be briefed as to required behaviour – Code of Conduct • Generic Risk Assessment ‘General Considerations’ completed • Staff and participants to have mobile ‘phones and/or “walkie-talkie” short wave radios
Becoming lost or confrontation with member of public	Group members	<ul style="list-style-type: none"> • Warn of ‘stranger danger’ • Ensure no name badges are worn • Clear guidelines/ code of conduct and emergency procedures set and understood. Young people remain in pairs or groups (buddy system – each responsible for named other) • If appropriate, Issue ‘emergency cards’, briefing young people on what to do if they get separated (some information could be in the language of the country being visited) and maps could be issued • Establish well defined boundaries • Some staff to permanently patrol the ‘area’ • A central meeting point to be permanently staffed • Young people to attend a central meeting point at regular intervals • Rendezvous points and times set, pupils know how to contact staff – have mobile contact nos.
Special needs	Group	<ul style="list-style-type: none"> • Group members assessed as competent and are

and behaviour	members	appropriately briefed -any individual for whom indirect supervision is not suitable will be directly supervised <ul style="list-style-type: none"> • Additional supervision to be arranged if required
Brief parents/carers	Group members	<ul style="list-style-type: none"> • Included in information to parents/carers • Parents/carers informed of Code of Conduct and consent given

2. Special needs

Hazard/Risk	Who?	Standard control measures
Injury or illness	Group members	<ul style="list-style-type: none"> • Individual risk assessments carried out • Young people (and parents in letter) will be reminded to bring personal medication if required • Young people will have written parental consent and will inform leaders if medication taken or required • Visit leader will carry information regarding medical conditions and relevant medication carried • Young people will be briefed / assisted to eat and drink sensibly
Access issues	Group members	<ul style="list-style-type: none"> • The programme / itinerary will be arranged with due regard to the mobility and special needs of all members of the group • Particular care will be given to access and inclusion issues e.g. for wheelchair users • Additional staffing to be arranged if required

Appendix C

Notification of Visit Form

School/setting:	Telephone number:	Fax. Number:	E-mail:
Activity venue and address and telephone number in case of emergency:			
Group Leader mobile number:			
Out of hours emergency contact at school/setting; address, home and work telephone and mobile:			
Departure: Date: Time:	Return: Date: Time:	No. of days:	
Name and telephone number of travel company or means of transport:			
What is the purpose of the visit?			
State how the activity relates to:			
<ol style="list-style-type: none"> 1. Being healthy 2. Staying safe 3. Enjoying and achieving 4. Making a positive contribution 5. Achieving economic well being 			
Staff details:			
Group leader, name and post in school/setting:		Deputy leader, name and post in school/setting:	
Mini bus driver(s) (where appropriate):		Qualified first aider(s):	
Other professional staff and posts in school/setting:		Other supervising adults and qualifications if appropriate:	

If children of staff or other supervising adults are attending please give names and ages and add to the overall numbers:

Total children /young persons	Male:	Female:	Age range:
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Are UNSUPERVISED ACTIVITIES involved in the programme? Yes No
If the answer is YES, please include details of the activities and the appropriate arrangements that have been made to ensure the safety and security of the members of the party involved.

Are HAZARDOUS ACTIVITIES involved in the programme? Yes No
If the answer is YES, please include details of the hazardous activities involved and which staff and/or supervising adults are qualified to lead them and if they are registered with the relevant body. If the Hazardous Activities are not being led or taught by school/setting/TLT staff or supervisors include details of who will be leading them and how competence has been verified.

Does the trip involve any NATURALLY HAZARDOUS ENVIRONMENTS? Yes No
Examples include coasts, cliffs, mountains, moorlands, large forested areas or sizeable areas of open or running water. If YES, please include details of the type of hazard, where it will occur and which staff have experience in working in such environments.

PLEASE ATTACH A COPY OF THE THE GROUPS FULL ITINERARY, PROGRAMME, NOMINAL ROLE, RISK ASSESSMENTS AND TRAVEL INSURANCE DETAILS.
Please allow sufficient time for monitoring to take place before committing to the activity. If all details are not known in the early stages please submit the form with what is known. Any further information can be added later.

I have ensured that all staff and adult supervisors are familiar with the relevant sections of The Learning Trust Health and Safety Manual.

Signed:.....**Group Leader. Date**.....

I confirm that this activity has my approval and, where appropriate, that of the Governing Body/Head of Service.

Signed:.....**Headteacher/Head of Centre/OVC**

Date.....

The Learning Trust agreement where visits are residential, over 24 hours or involving hazardous activities:

Signed:.....**Position**.....

Date.....

Appendix D

Parental and Medical Consent Form

Attached to this form is information relating to an off-site activity. If you wish your child to join in the activity please complete, sign and return this form.

Participant's name:	Date of Birth:
NHS number:	Date of last tetanus injection:
Home address:	
Telephone numbers (include code) of principal parent/carer	
Home:	Work:
Mobile:	
How can you be contacted in an emergency?	
Is your child receiving medical treatment at present? If so give details:	
Please give details of any medical conditions that might affect your child's performance or safety on this activity:	
Please give your family doctor's name, address and telephone number:	
Please give any special dietary requirements:	
Please add any further relevant information:	

Statement

I acknowledge receipt of, and understand, the information regarding the proposed visit/activity

to: _____

on: _____

And consent to my child, named above, participating.

I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.

I undertake to inform the Group Leader of any changes in the fitness of my child prior to the date of departure.

I agree to staff on the activity giving permission for my child to have medical treatment that medical authorities deem necessary.

Signed: _____ **Date:** _____

Please indicate relationship to child: _____

I understand that for my and the group's safety, I will undertake to obey the rules and instructions given to me by members of staff.

Signature of participant: _____ **Date:** _____

Appendix E

Use of Private Vehicles Form

<p>Insert school/centre name and address</p>	<p>For office use</p>
<p>Dear _____</p> <p>Use of private cars for transporting children and young persons</p> <p>Thank you for your offer of assistance with transporting children on school/centre business. As I am sure you will appreciate it is important that the use of your car in this context is made clear.</p> <p>While children or young persons are travelling in any private motor vehicle The Learning Trust's liability insurance does not apply. Therefore, in the event of a claim being made, any costs would have to be borne by the insurance policy covering the vehicle. It is essential that you check with your vehicle's insurers that the policy is valid for these purposes, which may be construed as a form of business use, as most insurances are for "social, domestic and pleasure use".</p> <p>In addition to the insurance requirement, road tax, MOT certificate and a full driving licence must be valid when transporting children and young people and seat belts must be fitted and worn at all times. It is the driver's responsibility to comply with current legislation on booster seats.</p> <p>I would be grateful if you would countersign and return this form indicating that you have read and understood the above. When returning the form would you please bring the originals of your insurance certificate, MOT certificate (where appropriate) and driving licence.</p> <p>This form will be kept on file so that we do not need to repeat the exercise on future occasions but the form will be reviewed annually.</p> <p>Once again, many thanks for your offer of assistance,</p> <p>Yours sincerely</p> <p>Headteacher/Head of Centre</p>	<p>The following documentation has been seen:</p> <p>Driving licence</p> <div data-bbox="1203 707 1398 875" style="border: 1px solid black; padding: 5px;"> <p>Number: _____</p> <p>Expires on: _____</p> </div> <p>MOT certificate</p> <div data-bbox="1203 981 1398 1149" style="border: 1px solid black; padding: 5px;"> <p>Number: _____</p> <p>Expires on: _____</p> </div> <p>Insurance certificate</p> <div data-bbox="1203 1245 1398 1413" style="border: 1px solid black; padding: 5px;"> <p>Type: _____</p> <p>Expires on: _____</p> </div> <p>Tax disc</p> <div data-bbox="1203 1485 1398 1581" style="border: 1px solid black; padding: 5px;"> <p>Expires on: _____</p> </div>
<p>I have read and understood the information and instructions contained in the above and have verified with my insurers that I am insured to transport children in my vehicle on school/centre activities.</p> <p>I undertake to inform the school/centre of any change in circumstances that might prohibit my transporting children or young persons.</p> <p>Signed: _____ Date: _____</p> <p>Name: _____ (please print)</p>	<p>Checked by:</p> <p>Name: _____</p> <p>Position: _____</p> <p>Date: _____</p>

Appendix F

Example of Code of Conduct.

It is essential that everyone agrees to these simple rules to ensure a safe and enjoyable visit

- Obey all instructions or requests quickly and without question
- Listen carefully to all instructions given, e.g. meeting points and times. Take notes where necessary
- Be punctual at all times
- Never leave the centre/hotel/your group without permission from staff
- Remain with your group/buddy at all times when you are away from the centre/hotel
- Treat everyone you meet during the visit with courtesy and consideration, especially in busy or crowded situations
- Take every opportunity to practise your communication skills (listening, speaking, reading and writing)
- Keep your belongings safe and bedrooms tidy at all times. There will be regular room inspections
- Wear seatbelts at all times on any coach.
- Keep the coach clean and tidy
- Do not bring or buy chewing gum
- Keep a diary of daily events, including drawings, tickets etc. (any photographs taken during the visit can be added to this pictorial record later on)
- Go to bed and try to sleep at the agreed times. With a busy schedule it is essential that everyone, including staff, get their rest
- Smoking and the drinking of alcohol are not allowed at any time

USE COMMON SENSE AND LOOK OUT FOR EACH OTHER AT ALL TIMES

I, _____ (Young person's name)

Agree to follow the above rules during the visit.

Signed: _____ (Young person's signature)