

## Risk Assessment and Off-Site Visits Policy

### Policy Control Page

<b>Responsible Person</b>	Assistant Principal, College
<b>Approved By</b>	SLT Education Standards Committee
<b>Date of Last Approval</b>	November 2022
<b>Next Review Date</b>	May 2024
<b>Policy Applicable to</b>	The Deaf Academy
<b>Status</b>	Approval at SLT Approval at Education Standards Committee

<b>Date</b>	<b>Version</b>	<b>Person</b>	<b>Change / Action</b>
October 18	V1	AP	Adoption of Policy
October 22	V2	AP	Update to template and format. Update includes Devon's 2022 update.

### Introduction

This policy covers all risk assessments for off-site visits and activities organised through the Academy and for which the Governing Body and Heads of School, College and Care are responsible.

**The Governing Body endorses the Devon County Council /Torbay Council policy document “Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022” as the basis for the Academy’s health and safety policy for the management of visits and off-site activities.**

**Document available on Devon County Council Evolve Website**

The Governing Body seeks to ensure that every student has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate Academy environment.

The Governing Body aims to enable this Academy to become an educational environment in which all members of the Academy community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Heads of School, College and Care, the party leader, members of staff and volunteers, students and parents. The Academy also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider Academy health and safety policy.

**It is a priority of this Academy that all visits and off-site activities are safe, well-managed and educationally beneficial.**

## **Education Offsite Visits and Activities**

### **1. Responsibilities of the Assistant Principal, College**

The Assistant Principal will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- approve all visits and activities, based on compliance with the council and Academy health and safety policy, relevant Devon County Council guidance and recognised good practice;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit;
- ensure party leaders have access to a planning checklist, based on the Devon policy, and adapted as necessary to meet the particular needs of the Academy;
- Check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place. Using the Standard Operating procedure template 2022
- Establish with staff their responsibilities on medicines, drugs and alcohol

### **2. Responsibilities of the Educational Visits Co-ordinators**

In order to carry out the above responsibilities effectively the Assistant Principal may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Assistant Principals will be considered to be the EVC where tasks are not delegated to a named member of staff. The

EVCs will be responsible for carrying out agreed tasks and attending relevant training provided by the Council.

Name of EVCs: Mark Stocks, Kate Whitney-Morris & Louise Hammacott

### **3. Approval of off-site activities**

The Assistant Principal/EVCs will be responsible for approving all off-site activities. This includes approving the party leader for each visit or off-site activity.

Approval of visits is the responsibility of the Assistant Principal/ EVCs

An Evolve visit form and risk assessment will be completed for the following categories of visit:

- Out of academy trip where there are no technical hazards such as a walk in a park, trip to town (Category A activities) (Approved by A/P)
- hazardous outdoor and adventurous activities (except those taking place at Babcock LDP outdoor and residential centres) (Category B activities);
- visits abroad (Category C activities);
- activities where there is significant concern about health, safety and welfare (Category C activities).

The Evolve visit form for all types of visit will be sent, via Evolve, to the Adviser for Outdoor Education for endorsement.

The Assistant Principal will monitor off-site visits and activities and will provide a regular report to the Governing Body about the off-site activities which have taken place from the Academy.

### **4. Responsibilities of the party / visit leader**

The party / visit leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Assistant Principal's approval before any off-site visit or activity takes place;
- follow policy and procedures of the Council and the Academy;
- assess the risks involved and amend as appropriate any previously recorded risk assessment;
- use the Academy planning checklist to ensure all procedures have been followed;
- ensure form SOE5 from the policy is completed (or a previously completed form is on Evolve) where commercial, charitable or private are being used for adventurous or residential activities;
- inform parents fully about the visit and gain their consent, where appropriate;
- re-assess risks while the visit or activity takes place;
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.
- Ensure there are two members of duty staff available throughout
- Ensure that the risk assessment notes any allergies or special dietary requirements.

### **5. Responsibilities of additional members of staff taking part in visits and off-site activities**

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity.

## **6. Responsibilities of students**

Whilst taking part in off-site activities students also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.

## **7. Responsibilities of parents**

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form.

## **8. The provision of training and information**

A copy of this policy and associated Academy procedures will be made available to all staff within the Academy who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

The Assistant Principal will make additional information available to staff to help ensure the safe management of off-site activities, including the Devon policy statement “Outdoor Education, Visits and Off-Site Activities” and access to the Devon LDP website:

<https://devoneducationservices.co.uk/themes/teaching-and-learning/outdoor-education-first-aid-and-off-site-visits/?filters=9bc62a85-f709-ea11-80e6-b8ca3a6034e7>

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified Academy health and safety priorities and educational priorities.

The Assistant Principal /EVC will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

## **9. Action in the case of emergency**

The Assistant Principal will ensure that emergency arrangements are in place, known to staff and in line with Council policy, to cover the range of activities undertaken from the Academy and the times at which they take place. This will include a minimum of two emergency contact numbers for designated senior members of staff or the governing body out of hours. First aid provision and training of staff will be in accordance with good practice.

## **10. Accidents and incidents**

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the Academy health and safety policy. Devon County Council be informed of notifiable accidents and incidents on an event risk assessed through EVOLVE. Accidents and incidents will subsequently be reviewed within the Academy to identify any learning points.

## **11. Monitoring and review policy and practice**

The Governors will review this policy:

- Every two years
- At such time as there are significant changes to guidance on the management of Outdoor Education, Visits and Off-Site Activities
- Should significant issues be brought to the attention of the Governors through the report of the Heads of School and College

## **12. Safeguarding**

The safety and welfare of children is paramount. In the event of a safeguarding issue or concern being identified during the trip or visit, the visit leader should follow the college's child protection/safeguarding policy and procedures. All staff and volunteers on the trip should be made aware of these before the trip or activity takes place. Arrangements should be in place to enable contact with the college's Designated Safeguarding Officer outside normal college hours if necessary. Contact details should be communicated to all staff/volunteers on the trip (as well as the visit leader) in case the safeguarding concern is about the visit leader.

### **Residential Care**

Residential Care acknowledges that in order for children, young people and adults to thrive and fulfil their potential it is essential to provide a wide range of activities to promote social, emotional and physical wellbeing. Taking risk is an important part of development and it is important that we are not risk adverse whilst ensuring the safety of our residents.

Within residential care we hold key generic risk assessments for regular activities that we provide. Members of the residential care team are required to regularly read and update these risk assessments to ensure that they are aware of any potential risks/hazards and control measures making the activity as safe as possible.

In residential care we employ a team of trained and experienced staff who are required to read each relevant plan for the child, young person or adult that they are supporting. This contains detailed individualised risk assessments and together with the generic activity risk assessment allows the member of staff to conduct an activity in a safe way.

If a member of staff is planning a new activity that is not covered within the generic risk assessments the member of staff will be required to complete a risk assessment for that activity. This risk assessment will follow the template in appendix two and require sign off by senior leadership.

When completing a risk assessment, the member of staff is required to identify all hazards that may related to the activity. The hazards are then assessed using the risk assessment key by identifying the likelihood and impact and finally level of risk;

Level 1: Little or no risk

Level 2: Acceptable amount of risk that can be managed with minimal controls

Level 3: Risk of harm that will require controls

Level 4: Risk of significant harm that will require high level controls

Once the level of risk for each hazard has been identified the member of staff must identify control measures to minimise risk. These may include additional staffing, safety equipment, training or supervision. Once the control measures have been identified the member of staff must reassess the risks using the risk assessment key. Any risk that is still over Level 3 must be reassessed and if sufficient controls cannot be identified then the activity must not take place.

There may be times when a low to medium risk activity or trip spontaneously arises and it may be inappropriate to prevent the child, young person or adult from participating simply because of a risk

assessment not being completed. In these rare moments, the member of staff can dynamically risk assess, taking into account the needs of the individual, the current staffing arrangements as well as the likelihood/impact of risk. These dynamic risk assessments must be signed off by an on-call shift leader or senior member of staff.

### **Appendix 1: taken from [evolve.edufocus.co.uk](http://evolve.edufocus.co.uk)**

#### **Staff Drug Use – Medicines**

Visit Leaders should ensure that they have relevant information about the medical needs of staff members. These records should be treated confidentially by the Visit Leader.

Staff members should ensure that their medicines are stored safely. It is expected that staff who use medication are aware of any effects on driving etc and restrict their actions accordingly.

#### **Staff Drug Use – Tobacco**

Staff must be clear about the times and places they may smoke. The rules followed whilst on school premises will usually be applied.

#### **Staff Drug Use – Alcohol**

- No alcohol will be consumed on residential trips by on, or off duty staffs

#### **Drinking/Drugs and Driving**

Employees driving in connection with Academy business must comply with the Road Traffic Act and supporting regulations. Therefore, at the Academy it:

- expects that employees whose duties require them to drive will abstain from alcohol consumption and/or the misuse of medicines, controlled drugs or other substances during their normal working hours or at times which may later lead to adverse effects during working hours;
- considers drinking and driving under the influence of prescribed drugs that adversely affect the driver's capability to safely control a vehicle to be a disciplinary offence. (These rules apply to Academy owned vehicles, e.g. pool cars and minibuses, lease cars and employees' own vehicles that are insured for business use, and for which the Academy pays business mileage rates).
- No alcohol will be consumed on residential trips by on, or off duty staffs

## Appendix 2

### **GUIDANCE – RISK ASSESSMENT FOR CATEGORY B VISITS (where adventurous activities are led by school staff)**


#### **ADVENTUROUS ACTIVITY LED BY SCHOOL STAFF RISK ASSESSMENT**

The risk assessment of off-site visits and activities is simply the careful identification of what could go wrong or cause harm during the visit. The Visit Leader has to make a judgement to see whether the planned precautions reduce the risks to an acceptable level or whether other actions may be needed.

Every educational visit must be subjected to a risk assessment process. Given the greater levels of risk involved, Category B activities delivered by the school staff themselves, will need its own specific recorded risk assessment, signed and dated by the Visit Leader. The Visit Leader must be competent to undertake this task.

The risk assessment form consists of a table with 3 columns. The left-hand column should be used to list significant hazards presented by the activity and what consequences could arise from these hazards. The next column should be used to identify who might be harmed and if any specific group or individual is especially vulnerable. The final column headed 'Control Measures in Place' is where the Visit Leader should identify the controls needed to bring the risk down to an acceptable level. These control measures must be completed before the planned visit / activity goes ahead.

**This risk assessment should be completed with reference to the *DCC Outdoor Education, Visits and Off-site Activities Policy 2022*. For further advice and support contact the Devon Health & Safety Service on 01392 382027.**

	<b>Establishment</b>	<b>Visit Specific Risk Assessment</b>
<b>Date of Visit</b>		
<b>Name of Visit Leader</b>		
<b>Proposed Activity/Visit</b>		<b>Evolve reference</b>

<b>Identify the hazard</b> <i>List significant hazards which could result in serious harm</i>	<b>Identify who might be harmed</b> <i>List groups of people who are especially at risk</i>	<b>Control Measures in Place</b> <i>List existing controls or note where the information may be found (such as information, instruction training, systems or procedures).</i>




**Signed: Visit Leader.....Date of assessment.....**

**Signed: Designated Safeguarding Lead ..... Date**

.....

**Appendix 3**

**USING STANDARD OPERATING PROCEDURES TEMPLATES**

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward for ‘routine and regular’ visits which involve the use of transport, whereupon the school’s base line procedures would not change for these types of visit. The original document below has been pre-populated with typical hazards and their associated control measures which would apply in these types of routine visits and off-site activities undertaken.

The Head and Educational Visits Coordinator should review the generic controls (third column) against the specific aspects of the schools ‘routine and regular’ base line procedures for this type of visit and activity and amend them accordingly. Specifically:

- delete anything that does not apply / add anything local that you have in place but is not listed / amend each bullet point so that it best describes exactly your situation

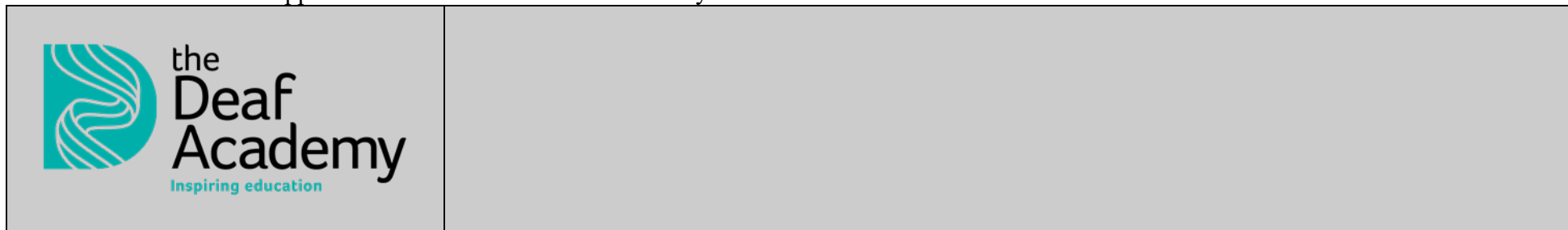
The final SOPs document is then school specific and represents the control measures which should be applied by staff for all ‘routine and regular’ visits using transport. The SOPs forms part of the School’s Outdoor Education, Visits and Off-Site Activities Policy document and copies of the school specific SOPs should be uploaded to the ‘Establishment Documents’ in the resources section of Evolve.

Staff should be briefed in the content and purpose of these SOPs.

The Visit leader should take the most appropriate school specific SOPs and name it and date it for the visit and then judge if the baseline procedures (third column) adequately controls the risks.

The Visit leader should where required add any additional comments in the enhanced risk assessment section (fourth column) specific to the visit. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. However, if the SOPs are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOPs.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.



## DAY VISITS USING TRANSPORT

<b>Name of assessor / Visit Leader</b>	<b>Signature</b>	<b>Date or risk assessment:</b>	
<b>Proposed Activity / Visit</b>		<b>Date/s of visit/activity:</b>	
<b>Risk assessment declaration:</b> <i>The below Standard Operating Procedures are <u>sufficient / insufficient</u> (delete as appropriate) to control the risks presented by the above activity/visit.</i>			
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and regular visits when they are relevant.</i>	<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOPs are adequate for the proposed visit/activity. Where they are not, any additional control measures should be recorded below.</i>
<b>Management Arrangements</b>			

		<b>Visit Leader should NOT amend this column</b>	<b>Visit Leader should add additional comments in this column</b>
<p>Management arrangements for all visits</p> <p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>	Pupils	<ul style="list-style-type: none"> <li>• All activities are undertaken in accordance with general requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022</i>.</li> <li>• Planning Checklist has been used to check that all reasonable steps have been taken to manage the risks.</li> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit leader is competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this is detailed in the enhanced risk assessment column.</li> <li>• Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals</li> <li>• Where visits require a higher level of supervision, this will be detailed in the enhanced risk assessment column.</li> <li>• Where visits involve any degree of ‘remote supervision’, this will be detailed in the enhanced risk assessment column.</li> <li>• Group control measures used to supervise pupils will be recorded in enhanced risk assessment column.</li> <li>• Appropriate parental consent is obtained</li> <li>• Arrangements overseen by Educational Visits Coordinator <i>Mark Stocks</i> who attended training <i>October 2021</i></li> </ul>	<p>Specify the minimum staff/pupils’ ratios;</p> <p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p> <p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p>

		<ul style="list-style-type: none"> <li>• All visit approved by the Assistant Principal</li> <li>• Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	
<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	Pupils and staff	<ul style="list-style-type: none"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing allow for dealing with emergencies</li> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs are considered and recorded in the enhanced risk assessment column.</li> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT.</li> <li>• Visit timetable, location and staff/pupil list known to this emergency contact(s)</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> </ul>	<p>Specify pupils with additional medical needs and summarise action to be taken (full Education Health Care Plans can be referred to and do not to be included in full here)</p> <p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p>
Using external providers	Pupils	<ul style="list-style-type: none"> <li>• The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the</li> </ul>	

<p>incompetent external providers / failure to coordinate supervision with external provider</p>		<p>location. Where this is not possible, the method of assessing locations/venues will be detailed in the enhanced risk assessment column.</p> <ul style="list-style-type: none"> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form has been used to vet this provider unless this provider has the LoTC accreditation</li> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed in roles and responsibilities and handover procedures. Emergency contact information shared.</li> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware</li> </ul>	
<p>Weather  Cold, wet, sun exposure.</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme</li> </ul>	

		<p>weather will be considered and recorded in the enhanced risk assessment column.</p> <ul style="list-style-type: none"> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> <li>• Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	
<b>Travel Arrangements</b>			
<p>Travel by coach</p> <p>Road traffic collisions / injuries sustained by failure to wear a seatbelt / pupil left behind</p>	Staff and pupils	<ul style="list-style-type: none"> <li>• Staff briefed on roles and responsibilities during journey and any stops made.</li> <li>• Pupils briefed in expectations</li> <li>• Head counts when getting on and off coach plus before departure from any stop or location.</li> <li>• One staff member embarks first, with other staff ensuring order outside the coach; reverse process for disembarkation.</li> <li>• Suitable embarkation points are used such as coach park or area with wide pavement.</li> <li>• Visit Leader will determine staff seating arrangement to best manage supervision. Double decker buses will have staff on each deck. Staff/pupil supervision ratio will disregard driver.</li> <li>• Departure and return times made known to pupils, staff and parents</li> </ul>	Specify 'N/A' if coach not being used

		<ul style="list-style-type: none"> <li>• Visit Leader to liaise with driver to plan rest stops/breaks.</li> <li>• Arrangements for travel sickness in place</li> <li>• Contingency plans in place in the event of lateness or incident</li> <li>• Communications with transport provider available in case visit needs to be curtailed early.</li> <li>• Mobile phone communication available</li> <li>• Coach is hired from reputable company</li> <li>• Coaches have seat belts - pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> </ul>	
<p>Travel by car / use of private vehicles</p> <p>Road traffic collisions / injuries sustained by failure to wear seatbelt / safeguarding concerns</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> <li>• Driver ensures that pupils wear seatbelts.</li> <li>• Pupils briefed about behavioural expectations and not distracting the driver</li> <li>• Departure and return times made known to pupils, staff and parents</li> <li>• Route planned and agreed with all parties. Expected travel times known to all parties.</li> <li>• Drivers will not diverge without good reason and without communicating change</li> <li>• Contingency plans in place in the event of lateness or incident including allowing extra time for delays</li> <li>• Where multiple vehicles used, a lead vehicle will be identified, and vehicles will not overtake.</li> <li>• Each car to carry: - emergency contact details, charged mobile phone, sick bag. First Aid kit to be available in any convoy.</li> <li>• Driver confirms that they are insured for work related journeys via self-declaration</li> </ul>	<p>Specify 'N/A' if cars not being used</p>

		<ul style="list-style-type: none"> <li>• Self-declaration obtained that vehicle is taxed and MOT is valid.</li> <li>• Standard letter and self-declaration have been sent out and returned for volunteer drivers</li> <li>• Volunteer drivers considered for the suitability by Visit Leader and Headteacher</li> <li>• Child protection issues are addressed by not having any pupil alone with driver other than their own child. If this is unavoidable, then the child must not ride in the front of the car.</li> <li>• DBS checks undertaken for those who drive pupils</li> <li>• DBS checks undertaken for those who regularly transport children. (DCC/Torbay recommends that DBS checks undertaken for all drivers]</li> </ul>	
<p>Travel by minibus</p> <p>Road traffic collisions / lack of driver competence / injuries sustained by failure to wear seatbelt / driver fatigue</p>	<p>Staff and pupils / members of the public</p>	<ul style="list-style-type: none"> <li>• Minibus driver(s) are competent to drive and have the correct licence for the minibus being used and has passed DCC test or appropriate training</li> <li>• Minibus is maintained in accordance with manufacturer's requirements and checked prior to each journey: lights/horn/seatbelts/windscreen/tyres/spare tyre/jack/fuel etc.</li> <li>• First aid kit and fire extinguisher carried.</li> <li>• Pupils instructed to wear seatbelts and staff check to make sure that they do so.</li> <li>• Vehicle loading is within maximum permitted as described by manufacture and aisles are not blocked.</li> <li>• Towing only undertaken when side emergency exit is available and D1 exemption not being used.</li> <li>• Head counts when getting on and off minibus plus</li> </ul>	<p>Specify 'N/A' if minibus not being used.</p> <p>Specify minibus drivers' licence category;</p>



		<p>before departure from any stop or location.</p> <ul style="list-style-type: none"> <li>• Suitable embarkation points from nearside door are used such as car or coach park or area with wide pavement</li> <li>• Staff/pupil supervision ratio will disregard driver unless recorded in enhanced risk assessment column.</li> <li>• Sufficient stops planned for longer journeys to avoid driving when tired (max 4.5 hours with 45-minute break or 3 x 15-minute breaks. Maximum of 9 hours in one day)</li> <li>• Arrangements for travel sickness in place.</li> <li>• Luggage stored without obstructing aisles.</li> <li>• All exits unlocked when carrying passengers</li> </ul>	
<p>Service stations and other breaks in journey</p> <p>Injury through poor behaviour / pupils being separated or left behind / vehicle pedestrian conflict in car/lorry park</p>	<p>Pupils – especially young pupils</p>	<ul style="list-style-type: none"> <li>• Brief pupils re purpose and timings of stop</li> <li>• Staff briefed on roles and responsibilities during stop</li> <li>• Clear expectations for behaviour established</li> <li>• Pupils briefed on how and where to contact staff – establish permanent meeting point in service area and ensure that it is manned until final departure</li> <li>• Brief pupils to remain in pairs or small groups</li> <li>• Remind pupils about moving traffic and other hazards and establish no go areas. These to be established via dynamic risk assessment by staff at the service area.</li> <li>• Careful headcount before departure.</li> </ul>	
<p>Road vehicle breakdown or road traffic collision</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> <li>• <i>Coach:</i></li> <li>• Liaise with coach driver on safest place for group; either to stay on the coach or evacuate to an area behind barriers and away from road. On motorway, the only</li> </ul>	

<p>Secondary collision from passing vehicles / vehicle/pedestrian contact</p>		<p>reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger.</p> <ul style="list-style-type: none"> <li>• Visit Leader has over-riding decision until arrival of emergency services when instruction will be taken from them.</li> <li>• <i>Minibus:</i></li> <li>• Visit Leader to judge safest place for group; either to stay on the minibus or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger.</li> <li>• Visit Leader to take instruction from emergency services upon their arrival</li> <li>• <i>Car:</i></li> <li>• Driver to judge safest place for group; either to stay in the vehicle or evacuate to an area behind barriers and away from moving traffic. On motorway, the only reason for not evacuating would be that the area beyond the crash barrier created a greater danger.</li> <li>• Driver to take instruction from emergency services upon their arrival.</li> <li>• If travelling in convoy, the Visit Leader to be notified at earliest opportunity.</li> <li>• Contact the emergency contact at the school base with details of what has happened and what your plan is. Arrange regular updates. School to contact parents/guardians to inform them of incident and of changes in expected timetable.</li> <li>• Make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock seek</li> </ul>	
---	--	---	--

		<p>the advice of emergency services present and if desirable take pupils to hospital for check-up.</p> <ul style="list-style-type: none"> <li>• Ensure that a competent member of staff accompanies any injured pupils to hospital</li> <li>• Ascertain extent of injuries and of release times for the uninjured/lightly injured.</li> <li>• Ensure regular updates fed back to school and hence parents/guardians.</li> </ul>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>• Pupils briefed on which side of the road to walk on.</li> <li>• Brief pupils on hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</li> <li>• Staff briefed on roles and responsibilities for walking route.</li> <li>• Means of communication between staff arranged and understood.</li> <li>• Emergency plan is in place for eventuality of separation of child from group</li> <li>• Coach/minibus disembarkation point chosen to avoid busy traffic routes</li> <li>• Route planned to avoid fast roads, blind spots and other hazards. Pavements used wherever possible</li> <li>• Designated crossing points used wherever possible</li> <li>• When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>• Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly</li> <li>• Means of identification used to identify members of group quickly in crowded environment</li> <li>• Regular headcounts taken</li> <li>• When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing is worn.</li> </ul>	
<p>Use of public transport, including trains and underground</p> <p>Injury through poor behaviour / pupils being separated or left behind / pupils lost in crowded environments</p>	Pupils – especially young pupils	<ul style="list-style-type: none"> <li>• Route planned to identify potential for problems and to account for delays</li> <li>• Timetables considered ahead of time to ensure particular trains/connections will not be missed. Contingency plan for alternatives if train /connections missed.</li> <li>• Brief pupils in hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other public transport users and to be aware of dangers</li> <li>• Staff briefed on roles and responsibilities for travel route.</li> <li>• Means of communication between staff in place.</li> <li>• Party to move through crowded areas with adult in lead and adult at back of the group.</li> <li>• Meeting points established and staffed throughout time in station concourse and pupils briefed accordingly.</li> <li>• Brief pupils to remain in groups of at least 3.</li> <li>• Means of identification used to identify members of group quickly in crowded environment i.e. high vis vests, coloured caps etc.</li> <li>• Regular headcounts taken</li> </ul>	<p>Specify 'N/A' if public transport not used.</p> <p>Specify the procedures if the group is accidentally separated.</p>

		<ul style="list-style-type: none"> <li>• Large groups divided into small groups with adequate staffing for ease of management</li> <li>• Emergency plan is in place for eventuality of separation of child from group.</li> </ul>	
<b>Name of Principal:</b>		<b>Sign:</b>	<b>Date:</b>
<b>Name of Designated Safeguarding Lead:</b>		<b>Sign:</b>	<b>Date:</b>

#### **Appendix 4**

#### **USING STANDARD OPERATING PROCEDURES TEMPLATES**

The following Standard Operating Procedures (SOPs) are designed to make the risk assessment process more straightforward for 'routine and regular' visits which involve walking from your school, whereupon the school's base line procedures would not change for these types of visit. The original document below has been pre-populated with typical hazards and their associated control measures which would apply in these types of routine visits and off-site activities undertaken.

The Head and Educational Visits Coordinator should review the generic controls (third column) against the specific aspects of the schools 'routine and regular' base line procedures for this type of visit and activity and amend them accordingly. Specifically:

- delete anything that does not apply / add anything local that you have in place but is not listed / amend each bullet point so that it best describes exactly your situation

The final SOPs document is then school specific and represents the control measures which should be applied by staff for all 'routine and regular' visits. The SOPs forms part of the School's Outdoor Education, Visits and Off-Site Activities Policy document and copies of the school specific SOPs should be uploaded to the 'Establishment Documents' in the resources section of Evolve.

Staff should be briefed in the content and purpose of these SOPs.

The Visit leader should take the most appropriate school specific SOPs and name it and date it for the visit and then judge if the baseline procedures (third column) adequately controls the risks.

The Visit leader should where required add any additional comments in the enhanced risk assessment section (fourth column) specific to the visit. For example, this could be individual medical issues relating to a pupil or a concern about the behaviour of a specific class. However, if the SOPs are judged sufficient, then no further actions are required beyond confirming the statement at the top of the document. The visit/activity should then proceed in accordance with the SOPs.

For further advice and support contact the Devon Health & Safety Service on 01392 382027.

## DAY VISITS WALKING FROM SCHOOL / ESTABLISHMENT

<b>Name of assessor / Visit Leader</b>		<b>Signature</b>	<b>Date or risk assessment:</b>
<b>Proposed Activity / Visit</b>			<b>Date/s of visit/activity:</b>
<b>Risk assessment declaration:</b> <i>The below Standard Operating Procedures are <u>sufficient / insufficient</u> (delete as appropriate) to control the risks presented by the above activity/visit.</i>			
<b>Identify the hazard</b>	<b>Identify who might be harmed</b>	<b>Standard Operating Procedures</b> <i>These control measures will apply to <u>all</u> routine and regular visits when they are relevant.</i>	<b>Enhanced Risk Assessment</b> <i>The Visit Leader should consider if the SOPs are adequate for the proposed visit/activity. Where they are not, any additional control measures should be recorded below.</i>
<b>Management Arrangements</b>			
		<b>Visit Leader should NOT amend this column</b>	<b>Visit Leader should add additional comments in this column</b>
	Pupils	<ul style="list-style-type: none"> <li>• All activities are undertaken in accordance with the general</li> </ul>	<b>Specify the minimum staff/pupils' ratios;</b>



<p>Management arrangements for all visits</p> <p>Injuries or incident arising from lack of staff competence / inadequate supervision / inadequate management arrangements / incompetent external providers</p>		<p>requirements of the <i>Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2022</i>.</p> <ul style="list-style-type: none"> <li>• Planning Checklist has been used to check that all reasonable steps have been taken to manage the risks.</li> <li>• Visit Leader identified above has assessed if these Standard Operating Procedures are adequate for the activity/visit.</li> <li>• Visit leader is competent for the scope of the specific visit undertaken. Where visits require the Visit Leader to have additional specific competencies, this is detailed in the enhanced risk assessment column.</li> <li>• Where children of supervising staff participate in the visit, these will be the same age and ability as the remainder of the group and hence can participate as equals</li> <li>• Where visits require a higher level of supervision, this will be detailed in the enhanced risk assessment column.</li> <li>• Where visits involve any degree of ‘remote supervision’, this will be detailed in the enhanced risk assessment column.</li> <li>• Group control measures used to supervise pupils will be recorded in the enhanced risk assessment column. Appropriate parental consent is obtained</li> <li>• Arrangements overseen by Educational Visits Coordinator <i>Mark Stocks</i> who attended training <i>October 2021</i></li> <li>• All visit approved by the Assistant Principal College</li> <li>• Arrangements for Category B and C Visits endorsed by the Adviser for Outdoor Education.</li> </ul>	<p>Specify the procedures for supervision, (e.g. buddy systems, large groups split into small groups each with named leaders, coloured caps for identification)</p>

<p>Emergency arrangements</p> <p>Incidents of injuries being exacerbated by absence of First Aid and emergency arrangements</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• At least one member of staff is a competent First Aider</li> <li>• Sufficient staffing to allow for dealing with emergencies</li> <li>• Consent process includes specific medical/medicinal information. Any specific medical needs are considered and recorded in the enhanced risk assessment column.</li> <li>• First Aid kit and mobile phone carried. Emergency procedure card carried with First Aid kit.</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Emergency contact available to assist both in and out of school hours and will include two out of hours emergency contact numbers for designated SLT.</li> <li>• Visit timetable, location and staff/pupil list known to this emergency contact</li> <li>• Visit Leader has staff/pupil list plus parent/guardian contact details with them</li> <li>• Pupils briefed in what to do should they become separated from the group.</li> </ul>	<p>Specify pupils with additional medical needs and summarise action to be taken (full Education Health Care Plans can be referred to and do not need to be included in full here)</p> <p>Specify what information/instructions are provided to pupils (emergency actions cards etc.)</p>
<p>Using external providers</p> <p>incompetent external providers / failure to coordinate supervision with external provider</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• The Visit Leader will ensure that the proposed locations for the visit are suitable for the activity and manageable for the group. Wherever practicable, this will be achieved by undertaking a preliminary visit to the location. Where this is not possible, the method of assessing locations/venues will be detailed in the enhanced risk assessment column.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Where an external provider controls or determines activities, including accommodation, the SOE5 form has been used to vet this provider unless this provider has the LoTC accreditation.</li> <li>• SOE5 or LoTC accreditation to verify that DBS checks undertaken for all external coaching or centre staff who have regular contact with children.</li> <li>• SOE5 or LoTC accreditation to verify that £5million public liability in place and that coaching staff are suitably qualified.</li> <li>• Staff, including volunteers, have been briefed about their roles, responsibilities and any specific risks about which they should be aware. Emergency contact information shared.</li> <li>• External providers briefed on roles and responsibilities and handover procedures. Emergency contact information shared.</li> <li>• Pupils briefed about appropriate conduct and specific risks about which they should be aware</li> </ul>	
<p>Weather</p> <p>Cold, wet, sun exposure.</p>	Staff and pupils	<ul style="list-style-type: none"> <li>• Spare clothing for pupils who may not come prepared with suitable clothing</li> <li>• Weather forecast checked ahead of visit and programme adjusted accordingly. Any specific controls for extreme weather will be considered and recorded in the enhanced risk assessment column.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ongoing dynamic risk assessment will be undertaken to review arrangements in light of weather changes during the visit.</li> <li>• Where over-exposure to the sun is possible, sun block carried (at least SPF 30). Access to drinking water ensured for all group. Loose fitting clothing with head covering will be worn. Suitable breaks out of the sun ensured in the timetable for the day.</li> </ul>	
<p>Travel on foot</p> <p>Vehicle pedestrian conflict / pupils separated and lost in crowds</p>	<p>Staff supervising at front and rear / pupils – especially young pupils / staff leading on road walking routes</p>	<ul style="list-style-type: none"> <li>• Pupils briefed on which side of the road to walk on.</li> <li>• Brief pupils on hazards, safety arrangements and expectations for behaviour. Pupils instructed to be considerate of other pedestrians</li> <li>• Staff briefed on roles and responsibilities for walking route.</li> <li>• Means of communication between staff arranged and understood.</li> <li>• Emergency plan is in place for eventuality of separation of child from group</li> <li>• Route planned to avoid fast roads, blind spots and other hazards. Pavements used wherever possible</li> <li>• Designated crossing points used wherever possible</li> <li>• When walking on road, group will walk facing traffic or on most appropriate side depending on conditions.</li> <li>• Pupils walk in controlled groups with staff member at front of group with another at the rear who is looking out for stragglers. Other staff evenly spread throughout the group</li> <li>• Ongoing dynamic assessment by Visit Leader and/or staff at front of group controls varied accordingly</li> </ul>	

		<ul style="list-style-type: none"> <li>• Means of identification used to identify members of group quickly in crowded environment</li> <li>• Regular headcounts taken</li> <li>• When walking in dark or semi-darkness, leaders at front and staff member at rear have torches. High visibility clothing is worn.</li> </ul>	
<b>Name of Principal:</b>		<b>Sign:</b>	<b>Date:</b>
<b>Name of Designated Safeguarding Lead:</b>		<b>Sign:</b>	<b>Date:</b>