

GREENSIDE FILM FACTORY Trips and Visits Policy



September 2018

Trips and Visits Policy

The Local Governing Body of Greenside School adopted this policy on 1st April '17.

Greenside Film Factory Educational Visits - Day Trips and Residential Visits

At Greenside we believe that educational visits are vital to both enhancing the curriculum and in the emotional and social development of students.

We will always try to support trips and visits but they may be dependent on our ability to provide cover, appropriately staff events and/ or whether the trip/ visit is financially viable.

It is fun and rewarding to take students out of school. However, despite the fact that regulations and guidelines have been tightened up with regard to both day and residential trips accidents still occur. It is a great responsibility and anyone planning a trip should read these guidelines in full.

All documents must be completed digitally 2 weeks before the trip and emailed to Robin Yeats (Head of School - Trips & Visits Lead) who will authorise where appropriate and then forward to the Executive Head for final authorisation. All completed risk assessments will be stored on Greenside's Google Drive.

All trips must be authorised so that the accompanying staff and the school are covered for legal liability which means discussing the trip well in advance with the Leadership Group member responsible for school trips and visits and not at the last moment. All overnight trips require approval from the Governors. The planning of such trips must take this into account and ensure that adequate time is allowed to secure governors' approval. Overnight trips should normally be in the calendar at the end of the preceding academic year. Day trips should normally be in the calendar by the end of the preceding term.

A 'trip' is any activity, which involves taking students off site as part of a school activity, regardless of time of day or year. This includes sports fixtures.

"The teacher who decides to lead a residential trip assumes the duty of care enshrined in the principle of 'loco parentis' which requires the party leader to exercise the same standard of care as would a careful parent/carer...

In reality the standard of care expected of a party leader is higher than that expected of a careful parent/ carer and is influenced by any relevant codes of practice. The 'duty of care' means avoiding actions or omissions where injury to others may be a 'reasonably foreseeable' consequence. If party leaders fail to fulfil this duty they could face being sued for negligence!"

The party leader should:

- Obtain permission from the school trips/visits Leader at the start of planning an off site visit.
- Follow appropriate guidelines.
- Assess the risks involved and draw up a risk assessment.
- Ensure that all other staff are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles.
- Consider the planning checklist to ensure that all procedures have been followed.
- Inform parents/carers about the visit and gain consent where appropriate.
- Ensure all cover arrangements have been made for any staff who will be out of school.

It is most important that once you have decided that you would like to take a trip you should consider the 'dangers' that are likely to be encountered on the trip in order to ensure that the group is managed to avoid risk of injury. There can never be absolute safety in any programme of outdoor education or school trip/visit but it is necessary for the party leader to identify and manage the risks to the point where only the unforeseeable happens. It should be recognised that trips are a team effort so it is important that all staff involved are made aware of their obligations and are involved in the risk

management. It is also important that students are involved and aware of their obligations. What follows is an attempt to assist the party leader in this process of managing the trip.

Sports Fixtures

Sports fixtures are trips regardless of the time of day. Details of the fixture should always be given to the trips/visits Leader and placed in the calendar and bulletin. It is extremely important that parents/carers are aware of all the arrangements for the fixture and have given permission for their child to take part.

Trips out of School Time

If the trip is after school, during the weekend or a holiday a list of all students and staff and their emergency contact details must be left with a member of staff who is not on the trip. That person should keep this information with them and must be informed when all students have been safely dismissed upon their return. The contact for the Lead Person is also circulated to parents/ carers for use in emergency circumstances.

Parental/Carer authority

No child should be taken away from school premises without the Leader first informing the parent/carer in writing of the details of the trip and seeking the parent's/carer's agreement for the activities described in the letter. This includes Sports Fixtures. Parents/carers must inform the party leader about any medical, psychological or physical condition relevant to the visit and provide an emergency contact number.

The following information on matters that might affect student health and safety should be given to parents/ carer (if applicable):

- Dates of the visit
- Visit's objectives
- Times of departure and return
- The location where the students 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 students who become ill
- Names of the leader, of other staff and of other accompanying adults
- Details of the activities planned and of how assessed risks will be managed
- Standards of behaviour expected
- What students should not take on the trip or bring back
- Details of insurance taken out for the group
- Clothing and equipment to be taken
- Money to be taken
- On home stay visits, the details of the host family

Preliminary visit

In order to meet these guidelines it may be necessary to visit a centre prior to the actual trip taking place especially if it is a place where the party leader has not been before. Preliminary visits should be discussed with the school trips/visits Leader. If an Activity Centre is to be used it is essential that it is licensed under the 1995 Adventure Activities act and this must be checked before undertaking any journey to such a centre. If staff consider providing adventure activities themselves it is essential

that they discuss the matter with the school trips/visits Leader as qualifications and standards of leadership are as stringent as those defined in the Act.

Accommodation

It is the duty of the party leader to liaise with the owners to ensure the establishment meets health and safety regulations especially those relating to fire exits. It is important to ensure that the accommodation has clear procedures in the event of fire. All members of the trip should be briefed on evacuation, emergency and fire procedures immediately on arrival at the centre.

Transport

The carrier is obliged to ensure the safety of passengers but it is the party leader's responsibility to manage the group.

Coaches

- Only use licensed carriers
- Always ensure that one adult is first off and last on
- Ensure that the coach door opens to the pavement away from the traffic
- Carry out head counts before setting off
- Have at least one teacher and/or a responsible adult (RA) to supervise the children
- Make sure that seat belts are worn before the coach moves off and are not removed until it stops

Minibuses

- **No charge should be made for the use of the bus at any time.**
- When hiring a minibus always check the hire agreement and the condition of the bus.
- **In normal circumstances two adults are required to be present in every minibus**, in the case of small groups or local trips please discuss with the school trips/visit Leader so that arrangements for safety can be noted in the appropriate risk assessment.
- **Seat belts must be worn at all times.** Make sure that seat belts are worn before the bus moves off and are not removed until it stops

Ferries

You must discuss this with the school trips/visit Leader before departure.

Trains and Rail Travel

The same requirements operate as for coaches.

The party leader should know where all of the party are, all of the time and be aware of other travellers who may approach students.

Behaviour

The party leader is required to maintain the same standard of behaviour as operates in the school. It may be appropriate to develop a 'code of conduct' with the students taking part on the trip. If a child persistently ignores the instructions given by staff then the school should be informed and where possible arrangements made to collect the child and return her/him home.

Staff Qualifications

The party leader has overall responsibility for the supervision and conduct of the visit and must be approved by the LG Trip Leader. The party leader should have the professional training to equip them with the minimum skills to ensure the safe conduct of the programme. Organisers of activities should have the necessary technical leadership training qualifications appropriate to the activities to be encountered on the trip e.g. to take a group swimming the Party Leader should hold a current Bronze Medal for Life Saving.

The party leader should

- be a qualified and experienced teacher (not an NQT)
- have previous experience and training appropriate to the trip where required
- ideally have a working knowledge of First Aid or a registered first aider with them

Staffing ratios

When looking at the number of adults you need you need to consider the possible risks.

See the list below:

- The gender/age/ability of the group
- Any special educational or medical needs
- The nature of the activities
- The experience of the adults
- The duration and nature of the journey
- The type of accommodation the requirements of the location
- The competence and behaviour of the students
- First aid experience

However, with the exception of small groups of 16-19 year olds, there must be a minimum of two **adults** for any group and for mixed groups there should, ideally, be at least one male and one female accompanying.

For all residential trips there should be at least one Lead Teacher. It is recommended there is also an additional responsible adult for every 20 students, giving a minimum of 2 adults per group of 20 students.

From time to time parents/carers may ask if they can accompany a trip. This should be discussed with the school trips/visits Leader. Anyone should be DSB/ CRB checked if they are likely to be in sole charge of a student under 18 on a one to one basis.

As one aim of outdoor education may be to encourage independence and give the opportunity to exercise learnt skills it is permissible for small groups to be remotely supervised. However, it is to be emphasised that the leader still remains responsible for the group. If it is likely that students will be remotely supervised parental/carer consent must be obtained, it should be made explicit to the school trips/visits coordinator and the leader should be aware of specific guidelines.

Use of Commercial Centres.

Commercial providers act as a 'third party' in the planning of activities and trips but the "the duty of loco parentis" is retained by the party leader and accompanying staff. This means that the party leader and accompanying staff **must** be present during and between all activities e.g. lunch breaks and at night. Since the care of each young person rests with the party leader, it is the leaders' responsibility to verify that:

- the provider meets the standards of accommodation expected by Health and Safety Regulations
- the instructors are qualified to the appropriate standards.

Leaders should obtain from the commercial provider in advance of confirming the booking:

- the name of the instructor who will directly supervise and co-ordinate the proposed programme
- a list of the qualifications of the Leader and specific activity instructors.

If these qualifications are not available then the provider should list the minimum qualifications that they will guarantee. Where no national governing body standards are available then the provider should list the activity and describe the training they provide for the supervising instructors. These details may be available in the brochure.

For details see attached checklist.

Programme Planner

Before departing on the trip the **party leader** should draw up an outline programme plan which in a legal sense provides "concrete evidence" of care taken to ensure the safe conduct of the trip. The plan should contain the following:

- definition of the overall purpose of the programme
- the activities planned for each day
- details of the leading and accompanying adults which should detail supervision arrangements
- arrangements for supervision at night and at breaks
- clear contingency arrangements in order to manage the worst eventualities

The program should be flexible and capable of change. At the end of the trip a review should be carried out.

Charging

No charge should be made for a trip that takes place wholly or partly in school time if it is a necessary part of the curriculum. If the trip is not essential for meeting the curriculum requirements then parents/carers may be asked for a "voluntary contribution" to the cost of the trip and should be warned that if insufficient parents/carers are prepared to make the contribution, then the trip may be cancelled. No student may be denied the opportunity of taking part in a trip because the parents/carers are not prepared or unable to pay the voluntary contribution. Non-essential trips should be self-financing and the party leader should ensure that a realistic charge is made in order to cover all foreseeable eventualities. Details of the subsidy made by the school are found in the schools policy statement on school journey subsidy.

For residential trips, grants are available from the Authority to meet the board and lodging costs of students whose parents/carers are in receipt of Family Credit or Income Support. Generally speaking this means that a student who has free school dinners (or PP) would fall in this category. An application for these grants has to be made to the Authority who has to be informed well in advance, that the trip is taking place. Please see the school trips/visits Leader about this.

The LG Trip Leader in conjunction with the Executive Head may decide to support costs towards trips/ visits from Pupil Premium funds.

Financial Arrangements

Organisers have a legal responsibility to take care of the financial arrangements of the trip and to account for all monies. **Contributions from participants must be carefully recorded and banked through the School Business Manager (Julie).** The checklist used by teachers to record payment must be given to the School Business Manager (Julie). This rule can only be altered with the agreement of Julie and the school trips/visits Leader. **At the end of the trip a final account must be produced and all accounts settled with Julie.** The final account must be signed and made available, along with all receipts and other records for the purposes of financial audit.

Organisers must conform to the charging requirements as described in the Education Reform Act 1988.

Insurance

Insurance should be taken out for all residential trips to cover against personal liability, cancellation charges, lost baggage and money, medical costs and compensation for accidental injury. Parents/carers should be informed of the extent of the insurance cover.

Conclusion

A worthwhile and successful outdoor trip can be a rewarding experience for all involved, it does however place a heavy responsibility upon the party leader to get everything right. The above guidelines may appear overly prescriptive but **it is in everyone's interest that trips are well organised and safe**, it could be argued that trips that are not, should not take place!

Emergency Procedures on School Trips

The purpose of this paper is to provide a framework to deal with a serious incident or emergency such as a fatality, serious injury, missing student etc, which takes place during a school trip. If staying at an activity centre it is advisable to determine the nature of the centre's emergency procedures on arrival and the centre manager should be involved in the management of the emergency.

The party leader should:

- Establish the exact nature and extent of the emergency;
- Establish the names of the injured or missing person and inform the relevant emergency service as soon as possible;
- If there are any injuries administer appropriate first aid;
- Make sure all other members are accounted for and safe;
- Advise other teaching staff or centre staff of the incident and that you have initiated the emergency procedures;
- Ensure that the remainder of the party are adequately supervised and arrange for their return to the centre or base, designate a member of staff to take charge and prevent any access by students to telephones or the media;
- Will usually accompany the casualties to hospital or remain at the rescue centre to liaise with the emergency services, where you have an experienced member of staff, this duty may be delegated to that person;
- Contact the member of Leadership Group who has liaised with you about the trip or the LG person acting as your contact at the school or at home. If unattainable then attempt to make contact with the LG Trip Leader or Business Leader. Provide them with the following information:

- Name
- Nature, date, time of incident
- Location of incident
- Details of injuries
- Names and telephone numbers of those involved
- Action taken so far

- If you are not in the possession of the school's mobile telephone, attempt to set up a base with a telephone different from those of the centre or "home";
- Do not admit any liability or enter into discussions with the media, under no circumstances should the name of any casualty be divulged to the media;
- Write down all relevant details including actions to be taken whilst fresh in the memory. Other staff should also be asked to do this. A record of any witnesses and associated equipment should be kept in its original condition;
- Take the school mobile phone as a form of contact and ensure all risk assessments have relevant contact details for all staff attending;

The Named Person should:

- Attempt to contact the LG Trip Leader immediately.
- Return to school if the incident takes place when the school is not in session and set up a base to liaise with the party leader, parents/carers, the Authority and the media;
- Determine the extent of the information concerning the incident to be given out and organise the staffing of telephones to provide this information to relatives and carers.

The LG Trip Leader or another member of LG should:

- Inform the Executive Head and Chair of Governors and Hammersmith & Fulham Education Authority/ TEF.
- Arrange to contact parents/carers of all students on the trip to inform them of the nature of the incident and what action has been taken, it may be appropriate to actually visit the homes of parents/carers of any casualties;
- Where appropriate attempt to facilitate the journey of parents/carers of casualties to the centre or location of the incident;
- Seek advice from the Authority with regard to dealing with the media;
- Where necessary act as the point of contact with the media to whom all involved should direct questions and requests;
- Advise the party leader on returning other party members home as soon as possible;
- Ensure that all accident forms are completed and inform insurers and the LA Health and Safety Executive.

Greenside Residential Trips
Checklist for School trips/visits Leader

Journey Details. To:
 Inclusive dates:
 No. staff:
 No. of Students:

Age range:

Confirmed:

- List of all staff and students attending given to all members of staff attending and to the school office.
- Copy of the final programme for the visit.
- Copy of risk assessment(s)
- Paper copies of the register for all adults attending and one to be left with the LG Trips Leader
- Copy of the discipline code.
- Details of accommodation to be used if necessary:
 - Name:
 - Address:
 - Telephone No.:
 - Name of Centre Head/Manager:
- Confirmation that any outdoor centre used is either licensed by Adventure Activities Licensing Authority (AALA) or has provided evidence of risk assessments appropriate for your programme.
- Name, address and telephone numbers of school contacts
- Details of travel arrangements. Contact address of Tour Company/Coach Company, etc.
- Copies of parental consent forms and contact telephone numbers and addresses.
- Staff emergency contact details.
- Address of insurance company and policy number if different from Hammersmith & Fulham policy.
- Council emergency number and press office number if residential.

Approved: _____ LG Trip Leader Date: _____

Keep a copy of this form along with all the associated details of the journey or visit

Greenside School

Residential Trips – Check List

Good planning and preparation are essential when organising a successful school residential trip. If you intend to run a trip you must give sufficient time to plan and prepare and gain the necessary approval from the Leadership Group and the Local Governing Body. This should normally happen in the academic year preceding the trip.

Below is a checklist for staff to use when organising a residential trip. Tick when completed.

1. What are the objectives of the trip?
2. **Consult with Trips/ Visits Leader before doing anything and complete a proposal form with a total risk assessment to seek approval for the trip. Collect a copy of the School Policy document. Residential Trips should be proposed by the end of the preceding academic year. Details must be presented to Governors at least 2 terms in advance with costs and plans approved.**
3. Keep a Residential Trip file, which contains a copy of all letters, lists and information given to parents/carers.
4. On obtaining approval, ensure all details are written in the school calendar.
5. The Proposal form must be submitted to Governors at least 2 terms in advance.
6. The leader should identify staff willing to accompany the trip using the ratio of 1 teacher to 20 students with a minimum of two adults.
7. Do you have a stand-by teacher who could cover somebody who drops out?
8. Do you have a 'plan B'?
9. The leader should, where possible, make a preliminary visit to the centre.
10. The Trips/ Visits Leader will arrange for a member of Leadership Group as your contact person whilst away.
11. Obtain in writing, details of the qualifications of instructors and the Leader for your group at any centre, which is not approved by Hammersmith & Fulham.
12. If a minibus is to be used, check availability and book through Julie.
13. Costing is a priority. You should ensure that you budget to cover all your costs including cover and make some allowance for unforeseen developments.
14. Make arrangements for the collection and accounting of money, which must be paid to Julie.
15. Send a letter home to be checked by the LG Trip Leader and ensure you receive the consent form signed by parents/carers. **No student should be allowed to take part on the trip without this consent form.**
16. Inform Business Leader of any students who are in receipt of Income Support/Family Credit so that a claim can be made for a Board and Lodging Grant.

17. Discuss with the Class Teachers the students going on the trip. Any students who are not going to be allowed to access the trip should have this explained to them well in advance.
18. Ensure that there is adequate insurance to cover all possible eventualities; this can be done through the School Journey Association.
19. At least two months before a trip aboard apply for a collective passport and personally check all staff and students passports if required.
20. At least one month before the trip, organise a meeting to give parents/carers further information concerning:-
 - Method of travel and name of transport/travel company
 - Destination, itineraries and programme
 - Addresses of hotels etc. and emergency telephone numbers
 - Details of any special equipment/clothing
 - Details about final payments
 - Main details of the insurance
 - Arrangements for pocket money
 - Food and drink to be brought for the journey
 - Behaviour code
21. Use the meeting to obtain information about diets and health problems and to establish standards of behaviour you will expect.
22. Confirm all arrangements with the travel company.
23. Prepare / collect any resources needed for the trip.
24. Obtain a first aid kit from Julie.
25. Make sure you have seen and read a copy of the emergency procedures to be adopted in case of emergency.
26. Have a meeting with all staff going on the trip to sort out supervision duties, responsibilities etc. Establish a behaviour code. Make sure that all staff on the trip have read and have a copy of the full risk assessment.
27. Produce a 'Programme Planner', which describes the programme for each day, supervision details and emergency arrangements.
28. Provide Trips/ visits Leader with all the information on the checklist. Remember that you need emergency contact information for staff as well as students.
29. For residential trips in school times inform staff whose lessons will be missed by students and ensure work is set for groups left behind. Leave your cover work with your Key Stage Leader or the Deputy.
30. Make sure students know what is required of them and what they should do if they are separated from the group.

31. Leave an accurate list of who is on the trip with the attendance officer. There will be a clipboard in the attendance office so that anyone can access information about who is on a trip (including staff). The list should contain information on expected date and time of return.
32. Check in with Leadership Group once each day during the trip and when you return.
33. Report any accidents/problems to Trips/ visits Leader as soon as possible after return including 'near misses'.
34. Balance your accounts and submit a final account for audit.
35. Complete any follow up work / celebration / display – students to write an article for Newsletter.
36. Complete an evaluation and return to Trips/ visits Leader.

Greenside

Residential Trips Proposal Form

| |
|---|
| Trip to _____ |
| Teacher in charge _____ |
| Other Teachers _____ |
| Other staff _____ |
| Name of Leadership Group who will act as school contact _____ |

| |
|---|
| Students: Female _____ Male _____ Total _____ |
| Year group/s _____ |

| | |
|-----------------------------------|-----------------------|
| Costs to the students £ _____ | Cost to staff £ _____ |
| Cost of board and lodging £ _____ | |
| How will cost per student be met? | |

| |
|---|
| Objective of visit including any educational input: |
|---|

| |
|-----------------------|
| Places to be visited: |
|-----------------------|

| | |
|-----------------------|-----------------------|
| Departure date: _____ | Departure time: _____ |
| Return date: _____ | Return time: _____ |

| |
|---|
| Give details of any travel company arranging the whole or part of this trip. Are they a safe and reputable company? |
|---|

Transport Details

Is a minibus to be used? Yes/ No Have you booked? Yes/ No

Names of drivers

Details of other transport including contact numbers

Details of the accommodation for students

Risk Assessment

Please attach using pro forma at the end of the policy.

Details of Insurance

I request approval for the proposed trip described above

Signature:

Date:

Approval for this visit is based on the assumption that you

- Read carefully and follow the guidance attached to this proposal form, remember you are legally responsible for the students in your care.
- Obtain the written permission of all students taking part in this trip.
- Pay all money into Julie (main office) and complete a balance of accounts as soon after your return as possible.
- Give the Leadership Group member responsible for school trips and Visits all information needed on the checklist.

Signature of authorising Teacher:

Date:

Submission to Governors on date:

Approved: Yes/ No

Signed:

Date

GREENSIDE FILM FACTORY

Day Trips – Check List

Below is a checklist for staff to use when organising a day trip. Tick when completed.

1. What are the objectives of the trip?
2. Consult with Trips/ visits Leader before doing anything and complete a proposal form with a total risk assessment to seek approval for the trip. Read a copy of the Greenside Policy document. Normally the trip should be in the calendar by the end of the previous term.
3. Keep a Trip file or e-file, which contains a copy of all letters, lists and information given to parents/carers.
4. On obtaining approval, ensure all details are written in the Greenside calendar.
5. The leader should identify staff willing to accompany the trip using the guideline ratio of 1 teacher to 12 students with a minimum of two adults (different numbers apply to Nursery and Reception)
6. Do you have a stand-by teacher who could cover somebody who drops out?
7. Do you have a 'plan B'?
8. Who is the member of Leadership Group who will act as your contact person whilst away?
9. If a minibus/ coach is to be used, check availability and book through Julie.
10. Costing is a priority. You should ensure that you budget to cover all your costs including cover and make some allowance for unforeseen developments.
11. Make arrangements for the collection and accounting of money, which must be paid to Julie.
12. Send a letter home to be checked by the LG Trip Leader and ensure you receive the consent form signed by parents/carers. No student should be allowed to take part on the trip without this consent form.
13. Discuss with the Class Teachers the students going on the trip. Any students who are not going to be allowed to access the trip should have this explained to them well in advance.
14. Ensure that there is adequate insurance to cover all possible eventualities; this can be done through the School Journey Association.
15. Confirm all arrangements with the travel company.
16. Prepare / collect any resources needed for the trip.
17. Give a copy of students involved in the trip to Trips/ visits Leader and Julie.
18. Ensure all adults attending have a paper copy of the register that they carry with them throughout the trip.
19. Obtain a first aid kit from Julie.

20. Make sure you have seen and read a copy of the emergency procedures to be adopted in case of emergency
21. Have a meeting with all staff going on the trip to sort out supervision duties, responsibilities etc. Establish a behaviour code. Make sure that all staff on the trip have read and have a copy of the full risk assessment.
22. Produce a 'Programme Planner', which describes the programme for the day, supervision details and emergency arrangements.
23. Provide Trips/ visits Leader with emergency contact information including those for staff.
24. If you are planning a cross year group trip inform all staff of students on the trip and ensure work is set for groups left behind. Leave your cover work with your Line Manager.
25. Make sure students know what is required of them and what they should do if they are separated from the group.
26. Leave an accurate list of who is on the trip with Julie. The list should contain information on expected date and time of return.
27. Is the trip out of school hours? If so leave names and emergency contact details with a member of staff not on the trip and check in with them when you return.
28. Report any accidents/problems to the LG Trip Leader as soon as possible after return including 'near misses'.
29. Balance your accounts and submit a final account for audit.
30. Complete any follow up work / celebration / display – students to write an article for Newsletter
31. Complete an evaluation and return to Trips/ visits Leaders.

Greenside Proposed Risk Assessment Form



Greenside
Organisation of Educational Visit



Your risk assessment should be completed 2 weeks before your trip and emailed to Robin Yeats for authorisation.

****** Every adult on your trip must have a paper register of those attending the trip ******

| | |
|--|---|
| Destination & date | |
| Staff / Parent / Carers attending | |
| What time are you departing school? | |
| What time are you due to return? | |
| Please include form of travel & stations / bus stops. | Station / bus stop route - Outbound: Inbound: |
| Have you booked your travel tickets? | |
| Have you organised packed lunches? Have you notified kitchen staff? How many does the school need to provide? | - - - |
| Have you organised cover for play/ lunch duties? With whom? | |
| Have you been granted permission from all the parents/ carers? | |
| How much is the trip costing? How is being funded? | |
| Contact name and number (mobile phone / tel. no. of place visiting etc) | Staff – Venue – |
| Have you organised all medical needs? e.g. asthma pumps, first aid kit. | |
| Name of First Aider on trip? | |
| What is your contingency plan in the event of something affecting your expected travel route, destination or weather conditions? | |

Risk Assessment

Please identify possible risks of the educational visit in terms of the health and safety of both adults and students. Please prioritise fixing high risk first then medium and finally low risks.

When completing this form think about the following.

1. What would we do if...?
2. How can we minimise the risk of...?

| Potential Hazards | People at risk | Control measures in place | Risk rating High/ Medium/ Low |
|-------------------|----------------|---------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Remember that if you say that you are going to do something and do not put the measures in place then it could be viewed to be negligent.