

Health and safety on activities outside school

This policy is written with the DfES Guidance *Health and Safety of Pupils on Educational Visits (HASPEV) 1998* in mind and with which it complies. This guidance has now been replaced by the DCSF *Health and Safety of Learners Outside of the Classroom (HASLOC)* and the operational material on the DCSF website *Learning Outside of the Classroom (LOTC)* and therefore has since been amended with this in mind. Further guidance has also been obtained from publications on GOV.UK.

This policy should be read alongside the School's Educational Visits' Policy, Health and Safety Policy, First Aid policy, Safeguarding Policy and driving at work policy.

a) Responsibilities for visits, including pupils' behaviour.

The Headmaster will ensure that Educational Visits comply with legislation, Regulations and guidance and the School's own Health and Safety policy.

The Headmaster will ensure that every Educational Visit will have a Group Leader who has been appointed or approved by him/her.

The Headmaster will ensure that the Educational Visits' Co-ordinator is specifically competent for this role.

The Headmaster will ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the visit.

If the Headmaster takes part in the visit as a group member/supervisor, he will follow the instructions of the Group Leader who will have sole charge of the visit.

The Educational Visits' Co-ordinator (Deputy Head) is responsible for helping the School to manage risks posed by Educational Visits.

The Group Leader is the teacher responsible for the planning, undertaking and supervision of Educational Visits delegated to him/her by the Headmaster and for obtaining specialist advice from the Educational Visits Co-ordinator or otherwise where appropriate to enable visits to be undertaken safely.

The Group Leader will make arrangements for another appropriately qualified person to join the party and take over his/her responsibilities in the event of the incapacity of or injury to the Group Leader.

The Group Leader, acting with any other teachers, adult volunteers and the pupils on the visit, will be responsible for the good behavior and conduct of the pupils during the educational visit. To aid this the use of a pupil Code of Conduct is recommended and must be used for any residential visit. A model Code of Conduct form can be found at: N:\03 Extra-Curricular\trips Form 8.

The School's Health and Safety Officer is contactable on: 01508 522479 or via email: pedwards@langleschool.co.uk

b) planning visits, including risk assessments and first aid.

The Headmaster will ensure that risk assessment(s) for the planned Educational Visit and a Plan B have been completed and appropriate health and safety measures are in place.

The Headmaster will ensure those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so.

The Group Leader has responsibility for the planning of the Educational Visit including the preparation of proper risk assessment(s).

The Group Leader will complete a risk assessment(s) according to the Educational Visits' policy, which will be lodged with the Deputy Head.

The Group Leader will ensure that there is sufficient first aid provision on each visit from appropriately qualified personnel, have a good working knowledge of first aid and be aware of and adhere to the School's First Aid Policy.

c) supervision, including ratios and vetting checks.

The Headmaster will ensure that any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date.

The Headmaster will ensure that any adult members of staff and volunteers are properly vetted.

The Group Leader will be responsible for the vetting and DBS checking, risk assessment of any adults who are not already employees of the School, who will attend the visit.

Supervision during an educational visit is the responsibility of the Group Leader.

Supervision can be close or remote but must always be 24 hours a day.

There shall be an adequate ratio of adults to supervise pupils during the Educational Visit. This ratio should derive from the risk assessment undertaken and the risk factors identified.

The ratio should become closer the more complex or hazardous the activity.

Where an adult is a Parent of a pupil on the visit, that Parent shall not usually count in the ratio for the group as a whole, unless they have the necessary qualifications and clearance following vetting procedures.

Where appropriate there should be provision within the ratio for a different Supervisor or competent adult, in the event of an emergency or incident, to:

- deal with any emergency or incident;
- seek emergency and/or medical assistance;
- supervise the remainder of the party.

For local low risk visits in normal circumstances and subject to any special considerations a ratio of 1: 15-20 may be appropriate.

For overnight stays, residential visits or visits outside of the UK at least two of the adults will be Employees. Mixed gender group should have at least one male and one female Supervisor. A ratio of 1:8 may be appropriate for pupils aged 11-18 (year 7 onward).

Unsupervised Pupils: Where pupils are working unsupervised, for example, on a Duke of Edinburgh Award expedition, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved.

There must be emergency backup available for pupils and pupils must have the means and ability to use it.

Accounting for individual pupils: The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

d) preparing pupils, including special and medical needs.

The Group Leader will prepare pupils, teachers, supervisors and volunteers in advance of the visit.

Medical information regarding pupils will be requested from the SIMS's Administrator in accordance with the Educational Visits' policy, and on consent forms to be returned by parents/guardians before the visit.

The Group Leader will appraise himself/herself of pupils' special educational or medical needs which may be relevant to the Educational Visit and liaise with other employees, teachers, supervisors, the SIMS's Administrator and the School Nurse where appropriate, in respect of pupils' special educational or medical needs and their suitability to attend the Educational Visit.

Where there are doubts over the inclusion of a pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the Pupil and the Parents.

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupils or anyone else on the Educational Visit, it may be reasonable to exclude a pupil from the visit on those grounds.

e) communicating with parents.

The Group Leader will provide adequate information to parents regarding the Educational Visit in order to obtain informed parental consent, and obtain their consent where appropriate.

Written consent from at least one Parent (or, for full boarders, guardian/houseparent) should be obtained in respect of:

- transport and travel arrangements;
 - off-site activities that will extend beyond the normal start and finish of the School day;
 - overnight and residential stays;
 - activities during School holiday period or during weekends;
 - visits outside the UK;
 - Hazardous Activities, swimming and other water activities and activities at water margins;
 - activities for which risk assessment has shown a significant risk;
 - all activities involving remote supervision;
 - all activities where supervision will be exercised by an External Provider
- emergency and other medical treatment which may become necessary for the safety and well-being of the pupil.

Also see 'insurance' and 'emergency procedures' below.

f) planning transport.

The Group Leader, as part of the planning and risk assessment of a visit, should consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transportation arrangements.

The Group Leader will ensure that the mode of transport is appropriate for the visit.

The Group Leader should ensure that journeys are properly planned with adequate rest stops and that second driver is provided, if appropriate.

The Group Leader should ensure that the driver of the vehicle has the appropriate licences and insurances and is competent to drive the vehicle concerned.

Where a minibus is used, the Group Leader will have regard to *HASLOC Guidance on licensing incidental drivers of the minibus (2009)* and, where possible, will ensure that the driver is an approved and registered Langley School driver. If fitted, **seat belts must be worn by all**. Boarding and alighting should always be carried out through the nearside doors under the supervision of the driver. The rear door should always be unlocked when in motion, but is for emergency use only.

Those authorised to drive any Pupils in the party should normally:

- be over 25 years of age;
- ensure that they hold the appropriate licence to drive the vehicle in the country of use;
- have completed the necessary questionnaire, held by the Transport Manager, regarding their driving record;
- have acquired some experience in handling the size or type of vehicle that will be used;
- ensure that the vehicle is roadworthy. Staff should carry out a full visual check before travel. The school will ensure that vehicles are regularly serviced. These checks, by school maintenance staff will include:
 - a) Lights, horn, indicators and stop lights
 - b) Brakes
 - c) Windscreen washers and wipers
 - d) Tyres for inflation and condition
 - e) Engine oil, fuel and water. Oil is available from the Transport Manager or Estates Office
 - f) Reflectors
 - g) Body work for damage
 - h) Has a valid tax, MOT certificate and insurance cover;
- be able to comply with the minimum eyesight standard and be able to view a vehicle number plate from at least 20.5m;
- wear a seat belt;
- ensure that all passengers use the appropriate restraints or seatbelts;
- not drive for more than 4.5 hours without taking a 45 minute break.
- complete the Log Book, which is kept in every School minibus every time the vehicle is used.

g) insurance

The Headmaster will ensure there is adequate insurance cover.

Insurance details can be obtained from the Headmaster's PA.

There shall be appropriate insurance cover in place for each Educational Visit which should include, but is not restricted to employer's liability insurance, public liability insurance, motor insurance and personal accident insurance.

The Group Leader should consider whether the whole of the Educational Visit is

covered by the School's existing insurances. If not, the Group Leader should consider whether separate travel insurance is recommended for the Educational Visit and if so arrange such insurance.

Parents should be informed of the insurance arrangements in clear terms. They should be told which insurances are arranged by the school and which are arranged and payable by Parents - and also of any insurances that have not been verified, for example, host Parents abroad.

Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.

Parents should be informed that the school cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

h) types of visit.

Visits can be non-residential or residential, either of which may be abroad. In addition either of these may be classified wholly or partially as a Hazardous Activity.

Where the main activity of the visit is a Hazardous Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate up to date DCSF guidance available at that time. This should include but is not restricted to *A Handbook for Group Leaders (2002)*, *Standards for Adventure (2002)* and *Group Safety at Water Margins (2002)*.

Anyone who leads a Hazardous Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations and from <http://www.aala.org.uk> in respect of Licensed Activities.

The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities and, if so, that they hold a current licence at www.aals.org.uk/ .

If an External Provider is used, the Group Leader should ensure that they are competent and should endeavour to use a **Quality Badge Scheme** member or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk/> .

If the Group Leader is not leading the activity he/she should agree with the External

Provide their respective roles and in particular who is going to be responsible for pupils during the activity and for what period of time.

Prior to commencement of any Hazardous Activity, whether licensable or not, the Group Leader should be fully satisfied with arrangements for health and safety.

In the event that he/she is not satisfied he will consider whether it is appropriate to abort the activity and whether it is safe and/or appropriate to undertake Plan B.

i) visits abroad.

Visits abroad may take place if the correct permissions are obtained in accordance with the Educational Visits' Policy. Group Leaders should take special notice of ensuring pupils are aware of and are sensitive to any local codes and customs.

Guidance on risk assessments, insurance and supervision must be adhered to as outlined in the educational Visits' Policy.

Care should be taken over selection of the supplier of transport and accommodation. Use only a travel firm with ABTA membership.

The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on an Educational Visit outside of the UK.

Wherever possible, one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with group and/or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:

- that s/he may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
- all similar rules that apply on arrival in and leaving any country being visited;
- that children under 17 are not entitled to duty free allowances;
- that any pupil bitten by an animal must seek medical treatment immediately.

Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See www.ehic.org.uk.

The Group Leader must have the name, address and telephone number of "home" for each pupil both in the UK and in any other country visited.

j) emergency procedures.

The Group Leader will obtain and carry emergency telephone numbers and details of emergency points of contact using Forms 7a and 7b (Form 6 should be submitted to the SIMS's administrator who will return that form and forms 7a and 7b with students' contact details etc.) and communicate with the Headmaster and/or directly with parents during the visit, where appropriate.

Written consent from at least one Parent (or, for full boarders, guardian or houseparent) should be obtained in respect of: emergency and other medical treatment which may become necessary for the safety and well-being of the pupil.

The Group Leader will ensure that there is a plan for emergencies and ensure that everyone on the Educational Visit is aware of the arrangements in the event of an emergency.

The Group Leader will take immediate steps to terminate the visit if the risk to the health or safety of the pupils or anyone else on the Educational Visit is at risk.

The Group Leader has the full authority of the Headmaster and has the right to return any pupil home if, after consideration of all relevant matters, s/he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.

The Group Leader will provide an emergency contact telephone number if appropriate. This is especially important for any residential visits. The School has a mobile phone with credit loaded on for use solely on Educational Visits. This is held by the Lisa Casbolt. The number is: 07546479964

All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

In the event of an emergency all members of the group should;

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group;
- remain calm;
- summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;
- if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
- follow the reporting procedures below.

Reporting Procedures Following an Incident

The Group Leader should ensure that the incident is properly recorded and that the Headmaster is contacted as soon as reasonably practicable.

Pupils: Any death or incident where a pupil is taken from the accident site to hospital should be reported to the Health and Safety Executive and must be recorded.

Employees: Any death or serious injury or disease to any Employee or accident which prevents the injured person from doing their normal work for 3 days should be reported to the Health and Safety Executive and must be recorded. Dangerous occurrences, sometimes known as near misses or near accidents may also need to be reported. Further guidance can be found <http://www.hse.gov.uk/riddor/index.htm>

An initial report should be made to the HSE's Incident Contact Centre on 0345 300 99 23 as soon as possible.

Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice.

Any statements to the police, HM Revenue and Customs or other officials should only be made in the presence of a lawyer and on his/her advice.

Where a claim might be brought following theft or other loss, the local police must be informed.

The Group Leader should note down the name, address and reference of the official and the time and date the report is made and written confirmation should be obtained from the official if practicable.