

City of
Salford
Education & Leisure



Educational Trips and Visits

Health and Safety Guidance Notes

City of Salford

Revised 2003

Foreword

Educational trips and visits provide a valuable opportunity for young people to participate in positive experiences, which are not available to them in the classroom, or youth centre. These trips and visits can enable young people to develop their initiative, resourcefulness and independence. However, it is essential that all such visits are carried out with the highest regard for the health and safety of those taking part in them.

The value of young people's active involvement in educational trips and visits, throughout the entire process, must be recognised as it directly impacts on raising their confidence, self-esteem, social development, and environmental awareness.

This Code of Practice sets out the policies and guidance for people with responsibilities for organising and managing educational trips and visits within the City of Salford Education and Leisure Directorate.

The planning and control of visits must be exercised rigorously with commitment and clear management to meet the increased expectations and legal demands now in force. This should not be seen to impede the exercise of informed and competent, professional judgment.

I am anxious that learning opportunities should not be stifled. This document reflects guidance issued by the DfES in 2002, which incorporated the Health and Safety of Pupils on Educational Visits document 'A Good Practice Guide'. It includes all current additions to this guidance issued before the end of March 2003.



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Director of Education and Leisure
April 2003

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15.6 SECTION 1 INTRODUCTION

1.1 The Value of Educational Trips and Visits

Educational Trips and Visits (ET & V's) including those involving Outdoor Adventurous Activities (OAA's) have a great potential for enhancing the educational, personal and social development of Salford's young people.

This Code of Practice is based on practical experiences of staff members in Salford Education and Leisure Directorate. It is designed to enable Directorate staff to deliver structured, educational trips and visits which have clear aims, objectives and effective safety management systems.

Educational Trips and Visits help young people to:

- develop self esteem, take personal responsibility, co-operate with and respect the needs of others;
- extend their personal horizons through greater appreciation and understanding of the world and its peoples around them;
- understand the need for sustainable relationships between people and their environment;
- enhance practical problem solving and team work skills.
- promote a positive and knowledgeable response towards personal health and well being;

Educational Trips and Visits are particularly effective when young people engage in well planned and structured, first hand experiences in small groups, with opportunities to reflect and build upon those experiences.

1.2 Equal Opportunities

ET&V including those which incorporate OAA's must be available and accessible to all who wish to participate irrespective of gender, religion, ethnic origin, social background, medical need or physical ability.

All young people must be encouraged to participate in as wide a variety of visits and activities as possible.

1.3 The Legal Framework

Health and Safety is a shared responsibility between the parties involved in managing any programme of work or specific activity. The level of responsibility relates to the level of control. However, ultimate responsibility rests with the employer which in the case of local authority schools and Salford City Council establishments is the City Council.

1974 HEALTH AND SAFETY AT WORK ACT

The 1974 Health and Safety at Work Act requires employers to do all that is reasonably practicable so as to ensure the health, safety and welfare at work of employees and non-employees who are affected by their undertaking. This includes off-site activities.

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act require that employers:

- Produce a health and safety policy linked to risk assessment.
- Have in place systems for reporting accidents and incidents.
- Produce and implement risk assessments.
- Develop measures to control those risks including training and the provision of information.
- Appoint people competent to carry out specific tasks.
- Develop emergency procedures.
- Monitor and review procedures and practice.

This policy summarises the procedures which must be followed by Salford City Council employees in the management of educational trips and visits.

Under the same H&S legislation employees, must:

- Take reasonable care of their own and other's health and safety.
- Co-operate with the City Council over safety matters.
- Carry out activities in accordance with training and instruction.
- Inform the Educational Visits Co-ordinator (EVC) in their establishment of any serious risks.

COMMON LAW

There is a higher duty of care on teachers and other professional staff as a consequence of the greater knowledge they are assumed to have of children and of specialized activities. The level of judgment expected of staff is related to that individual's knowledge, experience and training.

Common law indicates that the age of the young person and the nature and location of the activity are factors in determining the degree of supervision required. Staff must consider the known patterns of behaviour of particular children. Any action must be in line with developed and accepted practice.

1.4 The Scope of the Policy

This booklet applies to staff and volunteers working in all Salford Education and Leisure Directorate establishment buildings including:

- Schools and Colleges.
- Community Education establishments and youth groups.
- Duke of Edinburgh's Award.
- Social Services establishments.

The booklet may also apply to those organizations which have formally subscribed and registered their participation in the use of the booklet with Salford City Council and associated advice, information and training.

The booklet applies to all aspects of outdoor education, visits and off-site activities. It includes those activities which are overtly hazardous and those where the risk is small. It includes all elements of those experiences including the journey and any residential element.

1.5 Work Experience

This policy does not cover Work Experience for which separate information and advice applies. It must be noted that school journey insurance cover for off-site activities does not apply to work experience.

The Education Department has sub-contracted procedures in connection with Work Experience to the Salford Business Education Partnership (SBEP), originally part of the City Council and now part of the Salford Careers Service. The City Council however, retains ultimate responsibility for Work Experience undertaken by Salford school pupils.

1.6 Terminology

Within this policy terminology has been adopted to incorporate the variety of people to whom the booklet is addressed and the range of activities involved:

“Duty of Care”

Teachers have a common law duty to act with care as befits a trained and experienced professional.

“Governors”

Members of school and college governing bodies. It also includes Community Governors, members of management committees and other formally constituted groups which have delegated or devolved responsibility.

“Group Leader”

The person who is responsible for managing a group engaged in a particular activity, perhaps a teacher or youth worker.

“Head”

The Headteacher or Principal of the establishment or the line manager to whom the party leader is responsible and from whom approval is normally required for an activity to go ahead.

“Young People”

The participants, pupils or group members for whom the activities are provided. They will normally be under the age of 18. The word “Pupils” is used where the context is appropriate.

“Parents”

Includes guardians or carers where the latter terms are more appropriate.

“Party Leader”

The person who has overall responsibility for the whole group. A number of group leaders may be answerable to the party leader.

“Instructor”

The person to whom responsibility may have been delegated for specialist or technical instruction or supervision, as a result of their specific competence in an activity. Note that the group leader or party leader retains a responsibility to discuss any concerns they may have regarding safe practice with the instructor and, ultimately, withdrawing members of the group from that activity if they are not confident of the safety standards which are operating.

“Accompanying Adult”

Have to take the same care as a reasonable and careful parent. In common law this duty is termed “in loco parentis”. The principle of in loco parentis applies to all young people under the age of 18. As part of their function, accompanying adults may assume direct responsibility for a group engaged in a particular activity. In particular they must recognise their responsibility for:

- Maintaining order and discipline;
- Safeguarding Health and Safety and well-being of children;
- Inform the party leader of any relevant incidents affecting pupils in his / her care.

“Off-site activities”

This includes all aspects of outdoor education, visits, residential experience and off-site activities.

1.7 Basic Principles of Safe Practice for Trips and Visits

Off-site activities carry elements of danger and risk. Adopting the principles of safe practice listed below will not necessarily prevent accidents or incidents but will help to ensure their likelihood is reduced to acceptable levels.

- Carry out a risk assessment which considers the health, safety and welfare of all prospective participants.
- Ensure there is a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group.
- Qualities of leadership, judgment, anticipation and control are essential on the part of staff and assistants, particularly the group leader.
- Ensure compliance with any statutory requirements.
- Work within guidance and standards of competence recommended by national governing bodies and other recognized organizations.
- Ensure the availability of appropriate personal and group equipment and clothing.
- Seek advice from someone with expertise or technical competence where there is uncertainty about safe practice.
- Take a responsible attitude towards the environment; it illustrates a responsible attitude towards self and others.

- Good discipline is essential to the success of any visit; codes of conduct in relation to smoking, alcohol and behaviour between the sexes need to be clearly established and understood.
- Keep parents, young people and other relevant authorities informed about proposed activities and gain their approval where necessary.
- Adequate supervision is needed at all times, but may be direct or indirect. Prevent access to dangerous situations for those ill equipped to cope.
- Carry a list of group members, with home contact telephone numbers and consent forms. Multiple copies may be helpful.
- Maintain personal and professional experience related to specific activities and environments.
- Know your group.
- Carry out a pre-visit to the areas in which you are likely to work, or gather adequate background information to make management more effective.
- Record and learn from accidents, incidents and near misses.

1.8 Responsibilities

1.8.1 Overall responsibility cannot be delegated and in Health and Safety Law, the organisation carrying the role of 'employer' has the ultimate responsibility. However, in practice individual people or groups can be given authority to act on behalf of the parent organisation. For the specific terms of reference they are given and agree to, individuals themselves can then be held accountable.

1.8.2 The allocation of responsibilities is a fundamental part of the discharge of the legal duty of care owed to those affected by the activity. When accidents occur, part of the cause can often be attributed to failures and misunderstandings associated with the allocation and communication of responsibilities. The notes which follow are intended to show broadly what must be expected of key people or groups. This is not an exhaustive list and there is scope for adjustment to take account of local circumstances.

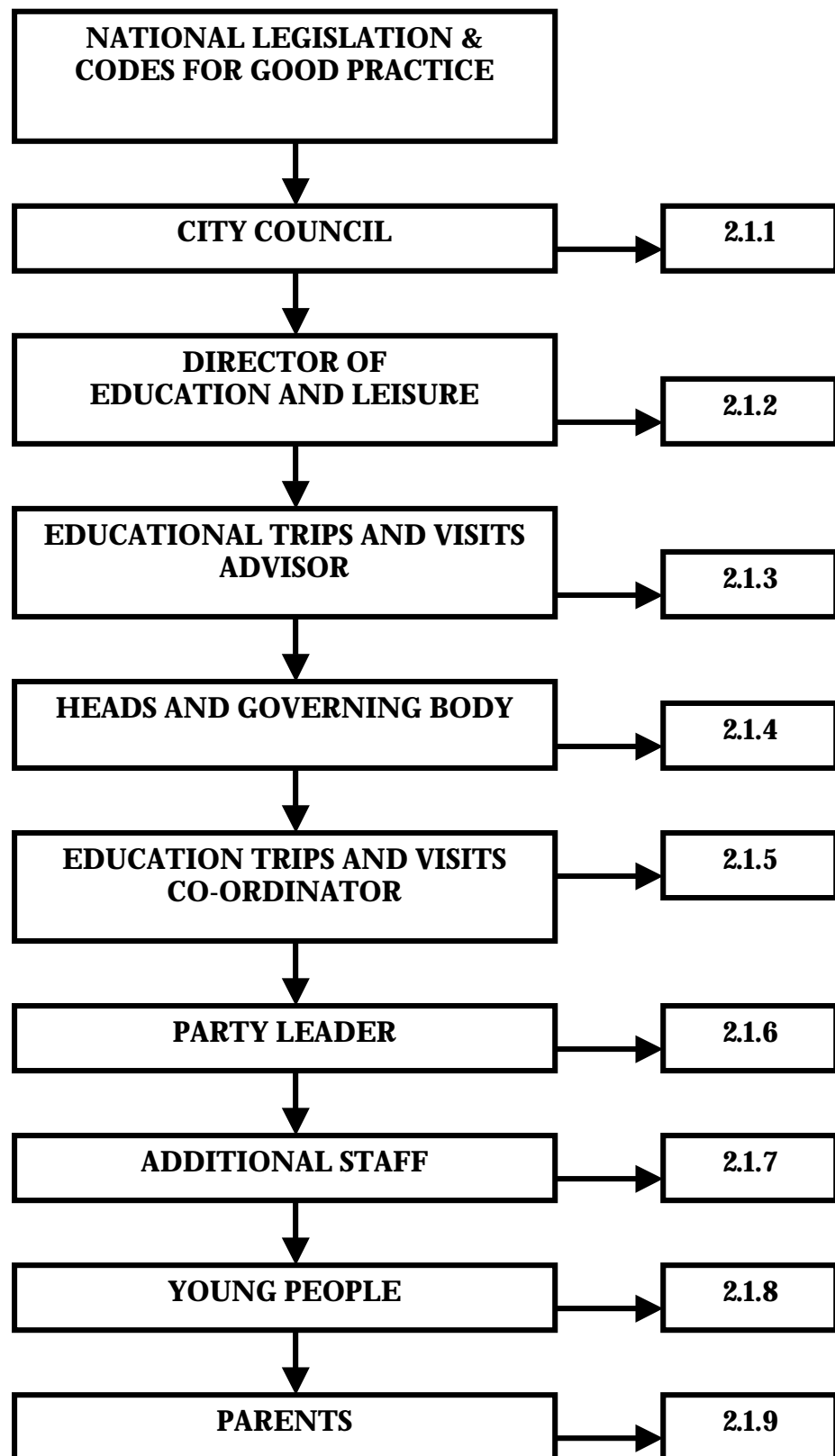
1.8.3 Although the text necessarily separates out individual responsibilities, the success and safety of a visit is dependent on coordinated teamwork. It must be a key responsibility of management to see that arrangements link together effectively.

The LEA

The duties of the LEA stem from its ultimate role as employer. The responsibilities and powers of the LEA are outlined in the DfES/0803/2001 statutory guidance. Where the role of the employer passes to others, e.g. governing bodies of foundation or aided schools, the guidance given by the LEA will be made available for them to adopt.

SECTION 2 ROLES AND RESPONSIBILITY

2.1 Accountability Structure



ACCOUNTABILITY STRUCTURE

2.1.1 Salford City Council

- Must adopt a policy of good practice for all educational trips and visits;
- Must adopt a system of effective safety management for educational trips and visits;
- Must hold the Director of Education accountable for the implementation and maintenance of the educational trips and visits code of practice.

2.1.2 Specific Duties of the LEA as defined by the DfES and the HSE include:

- Maintain a post which incorporates the functions of an Outdoor Educational, Trips and Visits Adviser which would include:
 - a good understanding and knowledge of the legal responsibilities and the practical difficulties facing school groups in all venues or environments including the lower risk ones;
 - to monitor the educational visits carried out by the LEA's establishments; this must include visiting establishments on a sample basis and observing activities;
 - to review policies and procedures in the light of lessons learned and sharing good practice more widely;
 - to monitor the work of educational visit coordinators in establishments to help to identify training needs and appropriate levels obligation;
 - to determine which visits will require LEA approval and which may be approved by the establishment;
 - to approve (or allow) visits where task of approval is at LEA level.;
 - to notify establishments of the minimum adult child ratios required and when schools may use competent adults other than competent establishment staff;
 - to provide establishments with the LEA's statement of policy and guidance;
 - to ensure that EVC's, group leaders and other establishment staff and other adults involved in educational visits are assessed as competent in their specific tasks;
 - to ensure that training is available for those who need that competence;
 - to make sure that arrangements are in place to obtain necessary Criminal Records Bureau disclosures;
 - to make sure that arrangements are in place for informed parental consent.

The LEA might seek and obtain the advice of other people, in whatever sector, who are competent in assessing the risks of a particular activity or type of visit.

The above duties will be undertaken without charge to schools. More detailed technical and legal advice in respect of specific visits can be made available on a fee paying basis.

2.1.3 Educational Trips and Visits Adviser

- Acting on behalf of the employer to discharge health and safety responsibilities for educational visits through:
 - policy and guidance, based on risk assessment including defined standards of competence;
 - monitoring arrangements to ensure compliance;
 - training opportunities;
 - the provision of associated information and advice;
- And informed by knowledge of educational objectives, legal requirements and relevant practical experience.

2.1.4 School Governing Bodies and Headteachers

School Governing Bodies have a responsibility for the general direction of the conduct and curriculum in their establishment. This extends to visits and journeys. Accordingly they must approve and keep under review a local policy for educational trips and visits.

The school policy must provide for:

- Adequate assessment and control of risks, and a procedure for authorizing visits which includes verifying the competence of leaders and helpers.
- A review of safeguards used on educational visits to be undertaken each year and salient features presented to the governing body, whether separately or as part of the Headteacher's annual report on health and safety. This review will help to ensure that the highest levels of care and safety are maintained.
- Checks to ensure that links with other policies are consistent. This is particularly important in respect of Critical Incident and Charging and Remissions policies.

The Headteacher / Centre Head / Centre Manager

The Headteacher / Manager must develop and maintain the policy for educational visits on behalf of the Governing Body. The policy must require that all educational visits have a clear and appropriate educational purpose, and are properly authorized. It must also specify those categories of visit which will need to be reported at the planning stage to the Governing Body and / or the LEA. (See Section 3 Categories of Trips and Visits)

Authorisation for visits must be conditional upon adequate attention having been given to:

- Planning, organisation and event timetabling.
- Competence, experience and suitability of leader and supervisors.
- Capabilities and suitability of accompanying staff and other helpers.
- Leaders' knowledge of local circumstances to be experienced during the visit.
- Party size, age, aptitude and experience of pupils.
- Child protection issues.
- Medical needs of members of the party and first aid provision.
- Supervisory ratios.
- Assessment of health and safety risks inherent in the project.
- Foreseeable emergency action and contingency plans which may be necessary.
- Insurance.
- Financial and travel arrangements.
- Informing parents of risks and safeguards and obtaining their approval.
- Effective communication arrangements with establishment base, especially in the event of a critical incident.

The Headteacher / Manager must review operating arrangements at least annually with staff who directly implement the policy or undertake visits. This review must provide the basis for a report to the Governing Body.

2.1.5 Educational Trips and Visits Co-ordinator must:

- Ensure educational visits meet the employers' and school's requirements.
- Support the Head and Governors with approval and other decisions.
- Assess competence of prospective leaders and staff.
- Ensure risk assessments meet requirements.
- Organise training and induction.
- Ensure parents are informed and give consent.
- Organise emergency arrangements.
- Keep records of visits, accident or incident reports.
- Review systems and monitor practice.

2.1.6 Party Leader

The Party Leader has overall responsibility for the supervision and conduct of the visit or activity including direct responsibility for the pupils' health, safety and welfare and must be approved by the Head. In particular the party leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LEAs policies and procedures.
- Plan and prepare for the visit and assess the risks.
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

2.1.7 Additional members of staff and volunteers

Members of staff including registered volunteers act as employees of the City Council whilst on work related visits and off-site activities. Members of staff, volunteers and parent helpers must:

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

2.1.8 Pupils and Young People

Whilst taking part in off-site activities young people also have responsibilities about which they must 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 must:

- Confirm that they understand what standard of behaviour is expected of them.
- Follow instructions from the party leader and other members of staff.
- Behave sensibly, keeping to any agreed code of conduct.
- Be informed of any potential dangers and how they must act to ensure both their own safety and that of others.

2.1.9 Parents

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

- Inform the party leader about any medical, psychological or physical or other condition relevant to the visit in writing.
- Provide an emergency contact number.
- Sign the appropriate consent form.
- Consent to category of visit.
- If provided, parents must attend a brief (meeting where details of the proposed visit will be provided) OR make prior arrangements to receive this information.

SECTION 3 TRIP CATEGORISATION

3.1 General

Health and safety law requires that activities are appropriately monitored but this monitoring only needs to be proportionate to the general level of risk to be expected.

This approach has been followed in the grading of checking procedures set out in this section.

Category A Visits vetted at school alone.

Category B Visits over which the LEA needs to keep a watching brief and therefore requires notification.

Category C Visits which the LEA must be asked to approve at the outset of planning.

This chapter explains the differences between the categories in terms of the types of visit.

3.2 Category A Visits vetted at School level only

The key issue is that leaders require only general teaching skills to preside competently over a visit.

The EVC will normally assess the competence of the individual to lead this category of visit, therefore the EVC will vet and approve these visits.

In this case the governing body needs no special assistance from the LEA to make the appropriate judgments, beyond observing the principles set out in this document.

3.3 Category B Visits requiring notification to the LEA

This category includes visits to LEA maintained centres, and those involving some higher risk activities.

Safe supervision requires that the leader must, as a minimum, have undergone an additional familiarisation process or induction specific to that activity and / or location.

He or she will be approved as appropriately competent by the LEA or by the EVC following LEA guidance.

3.4 Category C

Visits where the LEA must be asked to approve at the outset of planning

- This category is applied where the level of uncertainty about the risks involved is difficult to quantify, but is likely to be at the highest level which can be justified for an educational visit.
- The visit involves an activity which requires a specific level of training or an additional qualification. It includes all those activities that, if not school-led, would be in scope of the adventure activities licensing regulations 1996.
- Issues can arise quite simply as a result of leaders not having the appropriate competences for what might be regarded as relatively routine adventure activities. They could also arise from a really challenging exploration visit abroad. Winter conditions or heavy rain can also make a huge difference to risk levels in mountains or gorges, for example.

3.5 Approval Procedures

Purpose of the visit

Aims and objectives of the visit must be clearly identified at an early stage. These must be relevant to pupil and curriculum needs, and take account of age, ability, previous experience and resources available. Clear, appropriate objectives will contribute significantly to pupil safety and well-being as well as to the educational outcomes. They will ensure:

- An appropriate structure and discipline for the visit.
- Maximum pupil motivation.
- A choice of environment and activity appropriate to pupil maturity and experience.
- Consideration of appropriate training, staffing and resources.

Approvals

Approval in principle must be sought from the EVC as soon as possible and before any financial commitment is made. Schools' policies will differ; leaders must check procedures and give adequate notice. Certain categories of activity, e.g. outdoor adventurous activities or visits abroad, will require prior notification for approval by the Governing Body. Establishments must ensure that they comply with the legal obligations of the Adventurous Activities Licensing Regulations, 1996.

LEA notification is required for visits in Category B. This is done by submitting 'Form 2' to the Educational trips and Visits Co-ordinator. Where there is doubt about the nature of any visit, advice can be obtained from the LEA.

All party leaders undertaking off-site activities as part of their work on behalf of the Salford City Council must follow the system of approval outlined below:

- For any off-site activity the approval of the Head of the establishment is required.
- Governors approval may be needed according to agreed procedures within the school.
- Form 2 must be completed by the school for all off-site activities (categories A, B, and C).
- For activities in both categories B and C a copy of Form 2, together with a copy of a completed risk assessment must be forwarded to the Educational Trips and Visits Adviser at least 4 weeks prior to the dates of the trip.
- If the approval procedures outlined are not followed insurance may be compromised.
- Where non-staff act as group leaders or instructors for hazardous activities they must be qualified to an equivalent standard to that expected of staff.

3.6 General principles for checking proposals for Trips and Visits

- The actual activity.
- Where it is to be undertaken.
- Ratio of supervising adults to pupils.
- Competence of leaders.
- Risks associated with visit having been assessed.
- Group ability.

3.7 Activities requiring approval by the LEA

The table below describes some of those activities the LEA is obliged to monitor directly. Visits involving such activities are generally classed as Category C.

Adventurous Activities

Rock Climbing and Abseiling	Mountaineering
Sailing (including windsurfing)	Kayaking
Gorge or Coastal Scrambling	Canoeing
White-water and improvised Rafting	Water-skiing
Underground Exploration	Skiing (including dry slope)
Snorkel and Aqualung diving	Open Water Swimming
Air Activities (except commercial flights)	Horse Riding in
mountainous areas	
All form of Boating (except commercial transport)	
Other Activities (e.g. initiative exercises) involving skills inherent in any of the above activities.	

'Wild country' is defined, as upland or tidal areas where the party will, of necessity; be dependent on itself and remote from help, and areas subject to tidal variations. These areas are listed below. There is no arbitrary upland height limit since local and seasonal influences have major significance. The identification of these wild country areas is not meant to imply that all other areas are safe; leaders will need to be aware of and apply appropriate precautions, commensurate with the group, time of year and characteristics of the terrain in which they are operating.

Wild Country Areas

Dartmoor	Exmoor
Bodmin Moor	Brecon Beacons
Black Mountains	Mid and North Wales Mountains
Peak District	Cheviots and the Durham Dales
North Yorkshire Pennines	Isle of Man
Lake District	North York Moors
Mourne Mountains	Yorkshire Dales
Sperrin Mountains and North Antrim Hills	Scottish borders
Galloway Hills	Isle of Skye, Arran, Harris and Lewis
Central, Western and Northern Highlands of Scotland	

NB. 'Category B' activities may take place in hazardous or remote environments and require specific skills, experience and safeguards in order to contain risk at an acceptable level.

Examples of these activities are moorland walking, sailing, canoeing, caving and camping and are generally referred to as outdoor pursuits.

In addition to technical competence, recognized by qualification, the head teacher must be satisfied that the individual has adequate non-technical skills and judgment to supervise or manage the group in question.

By their nature qualifications indicate a reasonable standard of competence in the activity and the ability to assess the suitability of a proposed activity within the terms of reference of that qualification.

Qualifications must be kept up to date and maintained with recent personal experience.

3.8 Category framework and approval procedure

Category	Examples of Programmes	Approval Procedure
A	<p>Visits, journeys and environmental studies for which the element of risk is similar to that encountered in daily life:</p> <ul style="list-style-type: none"> • Farm visits. • Visits to sites of historic, commercial or cultural interest. • Most fieldwork • Sports tours and leisure centre visits. • Local walks. • Journeys to the zoo or theatre. 	<p>Party Leader and EVC (Using Form 2) By Head and Governing Body.</p> <p>The general principles of responsibility, planning, and visit control apply but the level of detail recorded must be kept within reason and proportionate to the complexity and level of the risk involved..</p> <p>For frequently repeated activities the generic procedures may well suffice.</p>
B	<ul style="list-style-type: none"> • Activities provided by Salford City Council's maintained Centres (LHOEC, SWC). • Visits abroad. *** • Visits which involve an overnight stay. ** • Camping. • Cycling on road or non remote off road terrain. • Low level initiative challenges. • Visits involving outdoor and adventurous activities that are in AALA registered centres. • Visits with increased hazards. • Visits with increased insurance premiums. 	<p>Party Leader and EVC (Using Form 2) Approved by Head and Governing Body</p> <p><u>Adviser for Educational Trips and Visits receives notification at least 4 weeks prior to trip delivery.</u></p> <p>Because of the working knowledge the LEA has of the staff, the EVC, and the school, mere notification of the visit to the LEA will be sufficient for it to monitor trends and extent of Trips and Visits. By requiring notification 4 weeks in advance of the visit, any issue that needs discussion can be clarified before the event.</p>
C	<p>Types of visits that fall into Category C includes activities that are:</p> <ul style="list-style-type: none"> • In or near water • In winter conditions • On or near cliffs or steep terrain • In an area subject to extremes of weather and environmental change • Visits to developing countries or those with civil unrest • School / Youth Service led visits which would come under those activities that, if not school led, would be in-scope of the AALA Licensing Regulations 1996 (e.g. Mountain walking) * • Outdoor activities involving or being carried out by armed services <p>It also includes activities which fall outside the scope of licensing; such as motor sports and ropes courses</p>	<p>Party Leader and EVC Head and Governing Body (Using Form 2)</p> <p><u>Submit for approval by the Adviser for Educational Trips and Visits at least four weeks prior to the trip taking place.</u></p>

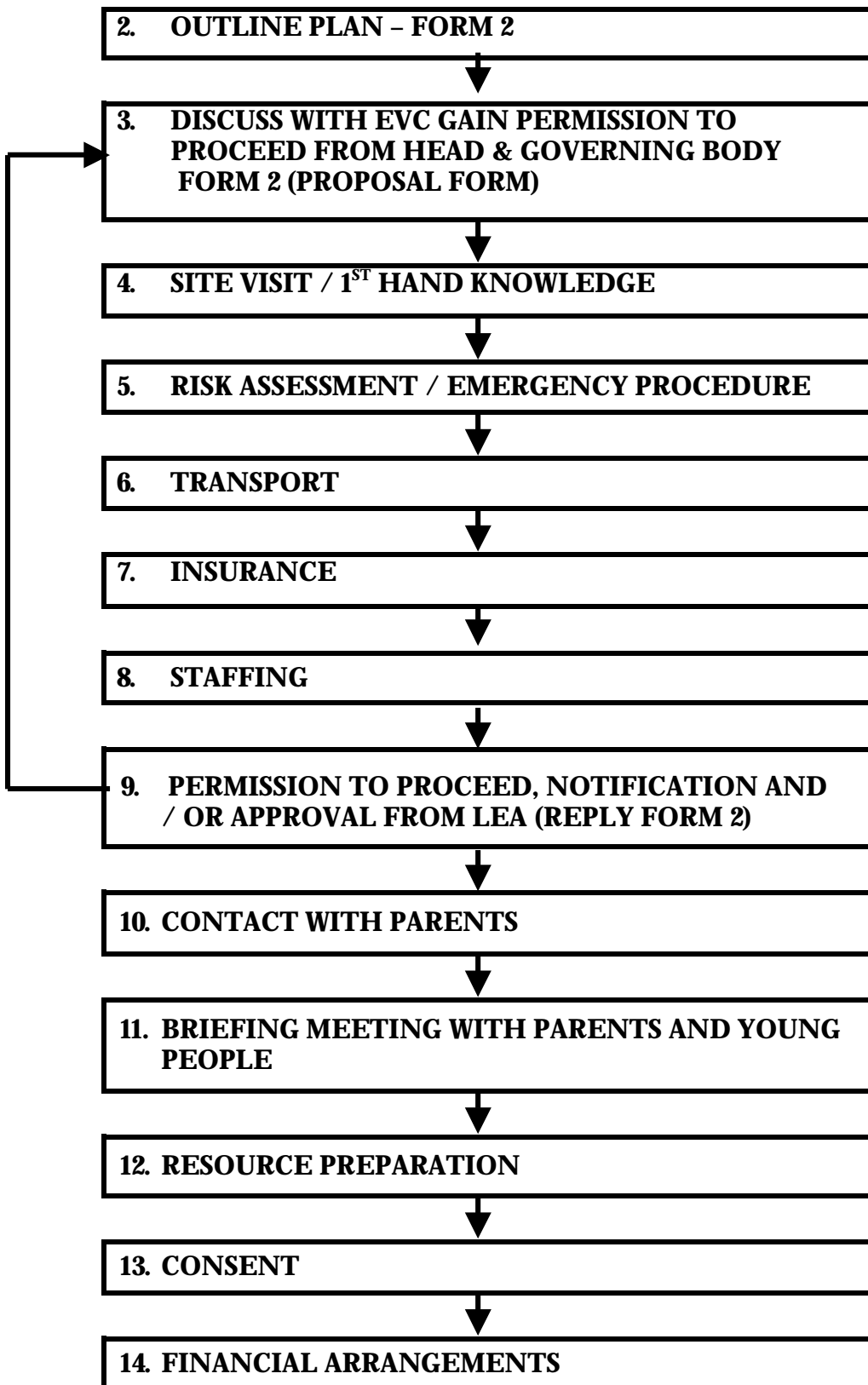
* See Appendix 2 A.A.L.A.

** See Appendices 5 and 6

*** See Section 10.3

SECTION 4 PLANNING

4.1 Planning an Educational Trip or Visit flowchart



4.2 Outline Plan

Well in advance of the proposed visit the party leader must draw up an outline of the visit. This must include the purpose, the venue, the duration, the types of activity; the relevance to the curriculum, the number of pupils, the cost and source of funding, the mode and source of transport, the number and expertise of staff, and details of special equipment requirements. (Form 1 is a simple way to record this outline). At this point general approval to proceed must be sought from the Headteacher. Specific, detailed and final approval will be given at a later stage when all details are finalized. See Form 2.

4.3 Permission to proceed (discussion with EVC).

The party leader must now discuss the proposed visit with the EVC. They will need to consider which members of staff may be approached to assist with the visit. It must be confirmed that the required staffing levels are available before proceeding further.

4.4 Knowledge of the Venue / Site Visit

It is important, wherever possible for one of the party leaders to be familiar with the venue and have visited it in the recent past. If such a visit has not been made, as much information as possible, together with details of potential hazards, must be obtained from a local contact. Tourist Offices, Motoring Organisations, Field Study Centres and Local Authority for the area may be able to assist. Where the use of a residential centre is being planned an assessment of the centre must be made either by a pre-visit and / or recent and extensive pre-knowledge of the centre. If in any doubt you may wish to ask the Council's Safety Officer to carry out a risk assessment of the facility.

4.5 Risk Assessment / Emergency Procedures.

Check all Risk Assessments using Risk Assessment Section and Emergency Procedures Section.

4.6 Transport and associated costs

Having decided upon a venue, the means of transport must be considered. Obtain a minimum of three estimated and quotations. Plan routes and make reservations. Work out the cost of the visit, including all known expenditure, e.g. admission charges, meals en route, gratuities etc. Having established the size of the party, assess the cost per pupil. See Section 7.

4.7 Insurance

Check all insurance arrangements with the Education and Leisure Directorate Insurance Officer. Decide if additional insurance will be necessary e.g. hazardous or potentially dangerous activities? See Section 8.

4.8 Staffing Arrangements

The EVC or Party Leaders must contact the appropriate line managers and provide details of the visit to key personnel and other staff who may be affected, e.g. Deputy Headteacher, Heads of Department, Year Tutors, School Meals staff and other members of staff who may be affected by the arrangements.

4.9 Permission to proceed / Final Approval

The details must now be presented to, and discussed with, the Headteacher / EVC, who, before giving approval, must be satisfied that:

- the staff likely to be involved have the necessary experience, ability and, where appropriate, the qualifications to lead the party of pupils;
- the necessary pupil / staff ratio will be adequate (See Section 6);
- the venue has been assessed;
- financial arrangements are sound;
- insurance cover has been confirmed;
- the objectives of the venture are sound;
- health and safety arrangements including first aid arrangements have been thoroughly checked;
- the arrangements for giving information to pupils and parents are clear and detailed;
- if using an Outdoor Activities Centre that it is licensed under the Young Persons Safety Act (See Appendix 2);
- emergency procedures have been drawn up;
- the Headteacher must make appropriate contact with the Governing Body, LEA (if Category B & C trips) and Safety Officer where appropriate.

4.10 Contact with Parents

Send a letter explaining details of the visit, type of activity being undertaken, accommodation arrangements, type of clothing and footwear required, dates, times of departure and return, cost and method of payment, staffing, pocket money etc to parents and guardians, and arrange a meeting where necessary (especially important when an overnight stay is involved) to explain details, obtain responses and answer questions.

4.11 Meetings prior to the trip

Meeting of the party members and their parents must be arranged to explain the aims and purposes of the visit and to make them aware of their roles and responsibilities.

On arrival or during a pre visit an 'on-site' meeting will be necessary to consider day-to-day requirements / arrangements. Parents / guardians must be notified of, and requested to agree the Code of Conduct in writing.

A copy of the Code of Conduct must be available to parents.

4.12 Specific work for pupils on the trip

Where appropriate, prepare worksheets / questionnaires / other information regarding the journey / visit.

4.13 Parental Permission

Ensure that appropriate forms of approval have been obtained from parents / guardians, especially those relating to parental consent for the party leaders (or deputy) to sign for medical treatment in an emergency and for pupils to participate in water based activities.

4.14 Financial arrangements / Collection of money

Complete all financial arrangements, including collection of contributions from pupils (and where appropriate staff) in line with the schools' and Directorate's policy on charging (See Section 11).

On return complete a statement of accounts and present this to the Headteacher / EVC for counter signature and filing.

4.15 Evaluation

A report and / or evaluation including completion of any minor incident forms must be submitted by the party leader to the Headteacher / EVC. (Use Forms 3 & 4). A copy of the completed evaluation form (Form 3) for category 'B' and 'C' visits should also be submitted to the LEA Trips and Visits Co-ordinator.

4.16 Serious Incidents

Any 'serious' problems or incident must be reported immediately to the school emergency contact (usually the Headteacher) by the party leader. It is then the responsibility of the school to notify the Director of Education and Leisure as soon as possible. (Use Forms 4 & F28).

Also see Health and Safety of Pupil on Educational Visit (DfEE) 1998.

5.1 General

Risk Assessment is nothing more than a careful examination of an activity in order to identify what could cause harm to the people who are involved (i.e. pupils, volunteers, employees, etc.), estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent it.

Don't be put off by the terminology of risk assessment, for example, words such as hazard, risk, control measure.

- A **Hazard**, is something with the potential to harm you. For example, mountain walking in remote areas.
- A **Risk** is the chances or likelihood of the harm occurring. For example, inexperienced participants, poor weather, etc.
- **Control Measures** are what you do to prevent someone being harmed. For example, making sure the participants have correct equipment, under the supervision of an experienced leader etc.

5.2 Young Persons involvement in Risk Assessments

There are many benefits to the involvement of young people in the production of risk assessments. Young people who are involved in a visits planning, organization and evaluation and who are well prepared will make more informed decisions and be less at risk:

- An important educational process
- Part of safety education
- Support supervision decisions
- An essential part of Outdoor Education
- Recognition and use of an active and progressive process.

5.3 Types of Risk Assessment

Risk Assessments can be grouped into three main types:

- One-off / special or specific risk assessment;
- Generic risk assessment; and
- Dynamic / ongoing risk assessment.

5.4 Generic Risk Assessment

In order to deal effectively with educational establishments and to simplify the process as much as possible, the LEA has drawn up a range of generic risk assessments for activities such as swimming, rock climbing, etc. Generic risk assessments are drawn up on the basis of a general assessment of risks and indicate the hazards and the protective and preventative measures necessary.

However, any risk assessment must take account of the local circumstances, including any special needs of staff or pupils. It is therefore necessary that where generic risk assessments are used, including those provided by the LEA, it is necessary for the party leader, EVC or Headteacher to consider the pupils and the activity and add and amend to suit local circumstances.

Generic Risk Assessments for visits should be completed on Form RA2 (section 14). A part-completed Form RA2 can be seen in section 5.5 which can be used as a guide.

5.5 FORM RA2 - part completed

GENERIC RISK ASSESSMENT
Educational Visits Risk Assessment

Visit to:

Dates of Visit:

Party Leader:

Persons considered in the Assessment:

Include Staff, Pupils and Members of the Public

Risk Assessment carried out by:

Date of Assessment:

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND / OR ACTIONS TO BE TAKEN
1. ENVIRONMENTAL ISSUES e.g. Weather.	<ul style="list-style-type: none"> • Weather forecast checked were appropriate • Activities programme amended where necessary 	
2. TRANSPORT e.g. Vehicles, drivers, arrival and departure of vehicles, breakdowns.	<ul style="list-style-type: none"> • Driving hours limited, with back-up driver on long journeys. • Seat Belts used at all times. • Marshalling as group leaves coach, etc. • Appropriate stops for eating and care. arrangements en route. • LEA guidance on transport in private cars, minibuses, and public transport followed. 	
3. EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> • All clothing appropriate to the activities and location, including the use of weatherproof clothing • Appropriate footwear worn • Special equipment checked • All equipment appropriate to the activities and location 	

FORM RA2 Page 1

FORM RA2 – part completed continued...

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND / OR ACTIONS TO BE TAKEN
<p>4. ACTIVITIES and PROCEDURES e.g. Programme of activities, free time</p>	<ul style="list-style-type: none"> • Detailed programme, including alternatives for bad weather • 'Free time' arrangements • Adequate supervision at all times, with a duty rota in place • Agree standards of behaviour and conduct • Equipment suitable for activities and abilities of pupils 	
<p>5. SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place • Supervision ratio to keep sufficient check on all the party including accompanying children other than pupils • Code of conduct issues considered and agreed by all parties • Adequate staffing numbers available • Appropriate voluntary helpers used and fully briefed on their responsibilities • Police check for helpers under the Child Protection Act 	
<p>6. OVERALL PLANNING MONITORING AND CONTROL e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LEA Notification • Medical Arrangements 	<ul style="list-style-type: none"> • Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out • Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party • Mobile telephone available for emergency use • Established appropriate emergency contacts with school and parents • Critical incident procedure functions properly • Set up effective communication procedures with the group • Insurance cover checked and parents informed of the limits of cover provided 	

FORM RA2 – part completed continued...

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND / OR ACTIONS TO BE TAKEN
<ul style="list-style-type: none"> • Parental Information • Research • Special Needs • Visits Abroad 	<ul style="list-style-type: none"> • Prior approval / notification of adventurous activities, overseas visits or visits to challenging geographical areas carried out • Specific adventure activity guidelines being followed • All relevant medical information of all participants maintained • All appropriate medical arrangements, including first aid • Special potential health hazards associated with the site • Is it necessary to notify parents. Check this document and local policy • Have you provided appropriate information for parents • Meeting with parents • Parental Consent • Do you need and have they given their consent • Researched the area, site accommodation, company • Pre visit carried out • Full account taken of any special needs involved 	
<p>OTHER</p>		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER / MANAGER (CATEGORY A) AND THE LEA (CATEGORY B AND C).

Signed: _____ Date: _____

5.6 Site Specific Risk Assessment

These are risk assessments to cover a specific activity or special event, or where no generic risk assessment is available. For example, an educational visit to the lakes, etc. One-off / specific risk assessment must inform school based policies and procedures, with consideration of LEA policies. These must be carried out by the school for each visit and if used on a visit to be repeated, they must be reviewed and amended to reflect the individual needs of the group involved.

Headteachers and managers are free to develop their own risk assessments for one-off or special activities and where generic risk assessments are not provided. When carrying out a risk assessment, it is important to bear in mind the HSE's "5 Steps to Risk Assessment".

- Look for the hazards.
- Decide who might be harmed.
- Evaluate the risks and decide whether existing precautions are adequate or more must be done.
- Record your findings.
- Review the assessment and revise it if necessary.

The aim must be to remove as much uncertainty about the likelihood and possible consequences of the hazards in question. In general, the resulting "risks" can be grouped under the following headings:

- Environmental issues, e.g. weather, hazards specific to a site.
- Equipment, e.g. clothing, ropes, buoyancy aids, helmets.
- Travel, e.g. driving periods.
- Method of working, e.g. specific techniques employed.
- Competence / discipline: people are authorized on basis of checks.
- Management / supervision, e.g. risk assessment, degree of monitoring, and overall control.

5.7 Dynamic / On-going Risk Assessment

These are risk assessments which consist of judgments and decisions made as situations arise. For example, during an emergency or on an educational visit where circumstances change and a decision is taken to follow an alternative plan, etc. Dynamic risk assessments must be informed by existing establishment risk assessments and are not a substitute for the need to carry out a generic or one-off risk assessment before the event.

5.8 Implementing the Chosen Precautions

A risk assessment is of no use unless it is taken up by those directly involved in performing or managing the activity. A culture of co-operation and consultation is essential. Where **risk of injury** is possible, there must be a **written risk assessment** to show how precautions will be monitored, maintained and, where necessary, updated and phased in.

Criteria for judging whether implementation is likely to be successful are:

- Have significant risks been addressed?
- Are decisions on precautions consistently applied?
- Is action proposed proportionate to the risk established?
- Has the assessment been sufficiently open so that people can follow the reasoning and abide by it?
- Has accountability been established and accepted? In the worst case, an incident may still occur despite the control measures. There is a tendency for people to want to pin the blame. Those potentially in the “firing line” must have the reassurance in advance that if they are playing their agreed part in controlling the risk, they will be supported?
- Where freedom of action is appropriate, e.g. over weather conditions, do local operators / employees understand the limits of their discretion?
- Are people happily following the control measures?
- Are there any indications that more needs to be done?
- Has anything arisen from the procedure that could be improved on for dealing with risk control problems in the future?
- Does the original assessment need to be updated in the light on experience?

5.9 Risk Assessment for Category ‘A’ trips:

- There are many different types of day trips, and many teachers will already be experienced in the management of them and potential risks. Once again it is essential to be aware that the potential of a fatal accident exists and may occur due to unique events or as a result of bad management. The purpose of undertaking a Risk Assessment is to highlight known dangers and provide a means of minimizing risk.
- Also, major and minor injuries and instances of ill health have occurred which have ruined trips for all participants.

- **Example; Taking pupils to a swimming pool.**
 - Supervision is the key.
 - For swimming, it is recommended that supervision is a minimum ratio of 1 adult to 15 pupils for years 4 to 6; and 1 adult per 20 pupils for year 7 onwards.
 - The risk assessment must include hazards and control measures during **transport** and **preparation** for the activity, as well as the **activity** (swimming) itself.

- **Transporting the pupils**

If you hire a bus from a company on Salford's select list, then the hazard is "transport" and the control measure is "on Salford's select list". If the bus company is not on the select list, you would need to satisfy yourself and record that the company is competent; the driver is qualified, that the bus had an MOT certificate; and that it meets the necessary seat belt requirements (See Section 6 Transport).

- **Preparations at the swimming pool**

Changing rooms; hazards include: slippery floors, children misbehaving and stranger danger, and the control measure is supervision.

The supervision must be by a teacher or supervisor who had been 'police checked' to work with children.

- **The activity; swimming**

The main hazard of the activity is drowning. The control measure in a Salford pool is "supervised by swimming pool staff".

5.10 Training

Training is vital so that risks are adequately controlled by ensuring that individuals are prepared and competent. There are three minimum areas for training:

- Specific training for EVC's.
- Training for employees, volunteers and pupils in the basic risk assessment: Despite the care in thinking things through there will always be something left to the discretion of the person actually performing the task. A basic grounding in the process of assessing risks can be a lifesaver in the field.
- Activity specific training preparation for the group: Instant recognition of breaches of good practice: If everyone has a clear picture of what constitutes a major threat to maintaining precautions, oversights and indiscretions will be spotted and corrected before they can do damage.

5.11 Evaluation and Reviewing

The importance of an appropriate review cannot be over-emphasised. Its main purpose is to identify strengths and weaknesses of arrangements to improve the efficiency of future visits.

Pressures on return to school will tend to override this vital aspect and time must therefore be planned in to make it happen.

The scale of the review needs to be proportionate to the visit and any incidents, which may have occurred. It might involve the leader alone but profitable feedback might come from staff or pupils.

Additionally, there may be circumstances where the Headteacher, manager, governors or parents need to be included.

5.12 Pupils with Special Educational Needs

Schools will already be familiar with the nature of pupils' special educational needs. Any limitations or problems the pupil may have must be taken into account at the planning stage, and when carrying out the risk assessment.

Off-site visits may pose additional difficulties to a pupil with SEN and the behaviour of some pupils may prove challenging.

- Is the pupil capable of taking part in and benefiting from the activity?
- Can this activity be adapted to enable the pupil to participate at a suitable level?
- Will additional / different resources be necessary?
- Is the pupil able to follow and understand instructions?
- Will additional supervision be necessary?

SECTION 6 SUPERVISION

6.1 General

The safe movement and care of groups of young people, both in urban and open country areas, needs very specific supervision.

It is not always feasible to lay down specific ratios of staff / adults to pupils. Staffing ratios are dependant on many factors including the nature, purpose and duration of the activity, its location, the age and experience of participants, the skill and experience of staff, weather conditions etc. Minimum staffing level for pupils of different ages are shown below.

However, all pertinent factors including the above, must be taken into account when deciding upon the number of staff required. Headteachers (and when appropriate School Governing Bodies) must be satisfied that an appropriate level of supervision will be provided before approving any school visit.

6.2 Ratios

There must be a minimum of two adults per party; one of whom must be a qualified teacher / leader.

The ratio of pupils to teacher / adults should not exceed:

1:2	Nursery class pupils
1:4	Reception class pupils
1:6	Years 1 – 3 pupils
1:10 – 1:15	Years 4 – 6 pupils
1:20	Year 7 and above.

- Normally at least one adult of each gender must accompany 'mixed' groups particularly those in an overnight stay.
- Where possible this principle must apply to mixed parties undertaking activities on day visits.
- If a visit is being organised jointly by two or more schools, at least one teacher from each school involved must accompany the group – joint ventures require careful planning and clear lines of responsibility and communication. (See Partnerships and Working; Section 6.7).
- It is highly desirable that at least one adult per party holds a current qualification in First Aid. Also check that the venue has qualified First Aiders available and access to a first aid kit at all times.

6.3 Party Leader Competence

Staff Development for the safe and effective leadership of Educational Trips and Visits.

It is recommended that the EVC considers the following leadership criteria when a colleague is seeking approval to lead an out of school trip.

Selection	-	the role of Party Leader.
Induction	-	training, experience and qualifications.
Development	-	previous involvement in trips and visits.
Monitoring	-	validation of previous experience.
On-going Training	-	evaluation of the training needs.

- To assist the EVC in this process it is recommended that the following forms be used:

EVC1	-	Educational Visits Register
EVC2	-	Types of Visit
EVC3	-	Staff Experience Register
EVC4	-	Educational Visits Leaders' Qualifications

Further clarification / explanation as to the use of these forms can be found on the chart at the beginning of section 14.

- This information must be regularly updated and maintained by the EVC, and made available to the Trips and Visits Adviser when requested.
- Heads and Governors must be informed of these updates.
- The information will inform internal staff development strategies.
- Staff development needs must be audited by the Trips and Visits Adviser, followed by Forms EVC1, 2, 3 & 4 before arriving at the CRB Disclosure.

6.4 Head Counts

Regular head counts must take place, regardless of the length and nature of the visit, particularly before leaving any venue.

All staff accompanying the group must carry a list of all young people and adults involved in the visit at all times.

- Pupils in Yrs 1 – 3 particularly must be easily identifiable, brightly coloured caps and school uniform can help in this regard.
- Pupils must not wear name badges.
- Party Leader must establish a rendezvous point and tell pupils what to do if they become separated from the group.

6.5 Group Management

Where more than one adult supervises a group of pupils (e.g. teacher and instructor) a clear agreement must be made to ensure that each adult understands their supervisory role and responsibility.

Remote supervision.

The aims of visits and activities for older pupils may be to develop independence and investigative skills.

- These groups need to be supervised remotely.
- This would require ensuring that the party is clearly instructed as to what to do during the programme.
- For emergencies;
- Counted out and counted back in for debrief.
- If there is a difficult or potentially dangerous part of the activity / programme, a teacher can be strategically located so as to be on hand to regain direct supervision if necessary.

6.6 Criminal Record Bureau Disclosures

It is the responsibility of the Trips and Visits Adviser, EVC, and Group Leaders to understand and follow the procedures for accompanying adults who wish to supervise or drive on Educational Trips and Visits.

- Checks must be carried out on accompanying staff who will have unsupervised contact with pupils.
- This does not mean that every accompanying adult who helps to supervise an educational trip will have to obtain a disclosure.
- Adults accompanying groups on residential visits must be included.
- Anyone who has taken charge of a pupil under the age of 18 on a one-to-one basis must be included.

Additional Information; CRB 0870 90 90 811
DfES publication number 0564 2002

Where adults other than teachers are involved in visits the following guidance must be adhered to:

- they are acceptable to the Headteacher, governing body, group or activity leader in terms of their training, experience and qualifications;
- the leader of a school party must always be a teacher or a suitable experienced and qualified person;
- all accompanying adults are appropriately briefed, ideally meeting the pupils and their parents before the visit;
- they are made aware, at all times of their responsibilities and the limits of those responsibilities;
- other than in cases of emergency other adults must not be left in charge of a group or in a place with an obvious hazard unless they possess the appropriate experience and qualifications;
- it is regarded as good practice to have a competent teacher present with all groups on school initiated activities.

6.7 Partnership Working

Recently it has become more commonplace for schools to work in partnership with other schools, authorities and agencies to create new experiences for children, through school trips, visits and the use of outdoors.

In many cases, the policies and procedures of these organisations have very similar aims and objectives, in securing health, safety and welfare of their staff, employees and clients whilst engaged in various activities and schemes.

It is vital that organizers of these events ensure that their health and safety precautions are clearly identified and agreed by all parties. Important aspects of joint agreements are:

- To ensure that terms of reference are identified;
- supervisory numbers are adequate;
- lines of communication and command are established;
- varying arrangements, standards and / or practice's are sorted out prior to the activity taking place.

It is important to agree who is in overall charge of an event and / or activity and who has the responsibility for decision making during the event.

Partnership working is a natural and logical progression to the normal school curriculum and with appropriate discussion and input from all parties a memorandum of agreement can be easily achieved to address health and safety issues and common standards of behaviour and expectations at an early stage in proceedings.

The potential benefits of using other adults can be immense but the importance of good management using the above guidance is crucial to the success of any venture.

Well qualified and experienced instructors can provide an enhanced range of opportunities for children and young people. The key issues to be addressed by both the party leader and EVC, are whether an instructor's qualifications and experience are appropriate for the activity that is to be undertaken. Advice and guidance is available from the Educational Trips and Visits Adviser.

It is essential that the party leader and EVC checks out these matters for every activity that is to be undertaken and requests that a Risk Assessment is provided. The duty can be delegated to another member of staff in the group but the party leader remains responsible. The questions to be asked are:

- Does the instructor's qualification and / or experience and maturity match the proposed activity?
- Is the age, experience, maturity and size of the group appropriate to the activity and to the instructor?
- Would I allow my son or daughter to undertake the activity under the guidance of the instructor?

6.8 Programme Management

Before working independently with a group it is essential that the Instructor is given clear guidance on such matters as:

- rewards and sanctions;
- lines of communications on behaviour and discipline issues;
- medical issues relating to individual group members;
- the place of the activity in the overall programme;
- timings and such programme details;
- details regarding specific pupils as required;
- emergency procedures.

If a teacher or other member of the party are sharing the activity the professional working relationships need to be discussed beforehand. It is recommended that the teacher carries out all the functions relating to behaviour, discipline and medical issues. This enables the instructor to concentrate on the activity.

SECTION 7 TRANSPORT ARRANGEMENTS

Adapted from DfEE Health and Safety of Pupils on Educational Visits 1988

7.1 **General**

The group leader must give careful thought to planning transport and follow LEA transport policies. The main factors to consider include:-

- passenger safety;
- the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;
- number of driving hours required for the journey and length of the driver's day (including non driving hours);
- capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue;
- type of journey – will the visit take place locally or will it include long distance driving i.e. motorways?;
- traffic conditions;
- contingency funds and arrangements in case of breakdown / emergency;
- appropriate insurance cover;
- weather;
- journey time and distance;
- stopping points on long journeys for toilet and refreshments;
- supervision;
- pupil behaviour.

7.2 **Legislation**

The employer, usually the LEA or governing body in schools, should satisfy themselves that all travel arrangements including the hire of private coaches or buses, are suitable for the nature of the visit. In practice Headteachers will normally carry out these checks.

The driver is responsible for the vehicle during the visit.

Seat belts. All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. For further information contact the Department of the Environment, Transport and the Regions (DETR), Great Minster House, 76 Marsham Street, London SW1P 4DR. Telephone: 0207 890 3000.

7.3 **Supervision on Transport**

The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a smaller number of older children are being taken on a short journey.

7.4 Emergency Facilities on Transport

All group members should be made aware of the position of the emergency door, first aid kit and fire equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

7.5 Safety On and Off Transport

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

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

7.6 Hiring Coaches and Buses

Group leaders should, where possible, hire transport from Salford's select list.

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

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

7.7 Licenses and Permits

A public service vehicle (PSV) licence is required by schools running or hiring their own vehicle where any payment is made towards the cost of the pupils being carried. There are two types of licence – restricted (for up to two vehicles) and standard national (more than two vehicles). Local Traffic Commissioners can provide advice and application forms for PSV operator licenses.

The law on driver licensing no longer permits car drivers who passed their test after 1st January 1997 to drive minibuses without passing a Passenger Carrying Vehicle (PCV) driving test or unless they are driving under a Section 19 Permit. This does not apply to existing licence holders who are over 21 years of age. Drivers of any vehicle must ensure that they have the correct entitlement on their licence.

7.8 Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have an appropriate licence and insurance cover for carrying the pupils. Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their cars. If necessary, assurances should be requested by the Headteacher (*See form D1 in section 14*).

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

Headteachers or group leaders who wish to use parents / volunteers to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents' cars. It is advisable that parents driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central collection / dropping point for all pupils rather than individual home drops.

7.9 Transport in the School Minibus

Many schools use their own minibuses for short frequent journeys and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus the driver. They must comply with the various regulations about construction and fittings. A forward facing seat with seat belt must be provided for each child. Some important regulations are the Minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 and the Road Vehicle (Construction and Use) Regulations 1996. DETR can provide further advice. Schools are advised to use the Council's Vehicle Maintenance Service for advice and servicing; Telephone 0161 925 1046.

7.10 School Minibus driver

Although the Chair of Governors or Headteacher is ultimately responsible for the school minibus, the driver is responsible for the vehicle during the visit. The minibus driver must be qualified to drive a minibus and have a valid clean driving licence. It is essential for all those who may drive the school minibus to receive training in minibus driving and the management of passengers. The Headteacher should ensure that teachers driving school minibuses have a rest period before driving. Minibus drivers must always adhere to transport regulations. The Royal Society for the Prevention of Accidents has issued Minibus Safety: a Code of Practice 1996. The address is RoSPA, Edgebaston Park, 353 Bristol Road, Birmingham B5 7ST. Telephone 0121 248 2000.

The minibus driver must:

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

Guidelines for driver rest breaks are:

- after 2 hours continuous driving – 15 minute break;
- after 4 hours continuous driving – 30 minute break;
- after 8 hours continuous driving – 11 hour rest period;
- journey which exceed 8 hours aggregate driving should provide for 2 more drivers;
- for teachers, the total hours should include all class contact time if the teacher is on duty.

7.11 Maintenance and checks of the school minibus

The Chair of Governors or Headteacher will usually be responsible for the school minibus. However, a Headteacher may delegate to a willing member of staff responsibility for carrying out regular checks and ensuring that the minibus is maintained. This member of staff should report to the Headteacher, who is responsible, along with the governing body and / or LEA and other teachers, for ensuring the safety of pupils on school-organised journeys. The person responsible for maintaining the minibus should:

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

SECTION 8 INSURANCE

8.1 General

IT IS ESSENTIAL THAT PARTY LEADERS CHECK THEY HAVE ADEQUATE INSURANCE COVER BEFORE THEY TRAVEL. WHEN TRAVELLING ABROAD PARTY LEADERS MUST CARRY AN EMERGENCY MEDICAL ASSISTANCE CARD SUPPLIED BY THE INSURER.

1. It is essential when organising school trips / or visits that the event / activity is adequately insured.

This may take the form of personal injury cover, loss of personal effects cover, event cancellation cover, medical insurance for treatment abroad or more specific insurance cover for treatment abroad or more specific insurance cover for potentially hazardous activities and / or sports.

The leader of each party in conjunction with the Headteacher and governing body must be fully satisfied that adequate insurance cover has been obtained before approving any school trip, visit or activity.

Contrary to popular opinion, it is not possible to obtain personal insurance, which would indemnify event organizers from personal prosecution, in cases where a breach of statutory health and safety laws have occurred.

Individuals are criminally liable for their own acts, and / or omissions whilst at work or acting in a professional capacity.

Teachers are reminded that when they act in “loco parentis”, as a careful parent must, they must also take heed of all appropriate rules; regulations; guidance; information; professional advice; written advice; safety policy etc, appropriate to the trip / visit and / or activity.

Only persons who deliberately flout the law, disregard good practice, break the rules and ignore sound safety practice / advice or deliberately act recklessly, need fear prosecution or punishment.

In contrast, it is possible to have insurance cover for situations where other persons may be negligent in the exercise of their duties; this can apply both to the employer and to employees / volunteers.

In all other cases appropriate insurance cover can be arranged by contacting the Education and Leisure Directorate – Finance Section or the Council’s Insurers, via the Insurance Officer: Mr Terry Potts - Telephone 0161 793 3258.

2. Premiums vary according to the type of activity being undertaken and the areas being visited. Full insurance information is available from the Education and Leisure Directorate – Finance Services section. If your planned activity is not included in the schedule then it is essential to take further advice from the Insurance Officer.

In some cases it may not be necessary to take out additional insurance cover, such as in the case where no cancellation fees apply and / or where few personal effects are at risk. Even so, parents must be given the option to take out their own cover if they prefer.

3. A summary of the main features of the cover provided by the Authorities Insurers is set out below.
4. Should insurance cover be required from the City Council's insurers for any journey / activity, a proposal form can be obtained from Education and Leisure Directorate Finance Services:

Telephone 0161 778 0231. The completed proposal form must be returned together with the appropriate premium no later than 7 days prior to the date from which cover is required.

5. Insurance cover will commence so far as Section 1 of the policy is concerned (cancellation and other expenses) as from the date on which the completed proposal form is received by the Finance Service.

As far as other sections of the policy are concerned cover commences from the time the insured leaves home to join up with the party and ends when the insured arrives home after the journey provided that at both beginning and end of the period any travel between the home address and the assembly / dispersal point is direct.

6. The City Council's policy will cover all members of the party but additionally premiums are payable in the following circumstances:
 - a) Physically disabled children when travelling abroad
 - b) Persons over 70 years old
 - c) Persons over 75 years old – no cover for journeys to USA

The City Council's policy carries a £15 excess and the insurers will not therefore be liable for the first £15 of each claim.

Where canoeing or sailing of any kind (including the use of powered vessels) is taking place it is a condition of the policy that the persons in charge have reached a reasonable standard of sailing and navigational competence and that for yachting and canoeing personal protective equipment shall be worn by all the insured and that for other sailing (except rowing boats) life saving equipment shall be carried on the vessel.

Public liability insurance provided by the City Council covers teachers against claims for damages for accidental bodily injury to any persons and / or accidental loss or damage caused to other persons property arising from their involvement in out of school activities (including school journeys).

There is also a separate policy which provides cash benefits to be paid to teachers in respect of certain personal accidents sustained whilst organising or supervising out of school activities above and beyond those normally expected.

**A copy of this policy is available form Terry Potts, Insurance Officer
Telephone 0161 793 3258.**

8.2 School Journey insurance

The following information is a summary only of the main features covered by the Policy held by the Education and Leisure Directorate, the terms, conditions and exceptions or which shall alone govern the insurance.

Section 1

Cancellation and other expenses – Limit per person - £1,000

Where the journey is cancelled or if, after it commences, extra travel or accommodation expenses are incurred because of an event beyond the control of the Insured then provided the Insured is legally liable and cannot recover from any other source the Company will pay such costs up to the limit stated. £15 excess on all claims except those for loss of deposits only.

Exceptions

Losses arising form Government Regulations, disinclination to travel, financial circumstances, (other than redundancy or a parent or guardian) or riot, strike or civil commotion which interferes with public transport and which was known at the time the insurance was taken out. Losses due to the failure of a tour operator.

Section 2

Medical and associated expenses – Limit per person - £250,000

If the insured falls sick or sustains an injury which required hospital, medical, surgical or nursing attention the Company will pay for such costs excluding the first £15. Where the Insured's condition is serious the Company will also pay the costs involved in the parents or another relative visiting the Insured and the cost of returning the Insured home. If the Insured should die abroad, the company will pay for the funeral or the cost of cremation (outside Great Britain only) or the cost of returning the body or ashes home. Where the funeral or cremation takes place abroad the Company will pay the costs of the parents or another near relative in attending the ceremony.

In the event of sickness or an accident to the Insured the Party Leader may, if the position is serious and emergency assistance is considered necessary, call upon the services and facilities of an international organisation appointed by the Company. That organisation will take over the control of the case, discuss medical opinions, diagnosis and treatment in the language native to the country concerned and make any necessary administrative arrangements to deal with any of the matters referred to in Section 2.

Section 3 Personal accident – Limit per person - £20,000

If the insured is injured by violent, accidental external and visible means the Company will pay the following amounts appropriate to the injury sustained provided it occurs within 24 months after the accident:

- a) Death of the insured
 - Under 18 years of age - £7,500
 - 10 years or over - £20,000
- b). Loss of or loss of use of limb or eyes or permanent total disablement - £20,000
- c) Permanent partial disablement per the Company's usual scale up to - £20,000
- d) Temporary total disablement from attending to :
 - Scholastic duties for persons under 18 years of age - £ £5 per week
 - Usual occupation for adults 18 years or over – £20 per week

The Company shall not be liable to pay more than £20,000 to any person in respect of the same incident under items 1-3 and under item 4 for not more than 104 weeks. All claims for war risks are now excluded.

Section 4

Personal effects and money

Must any of the Insured's luggage, clothing, personal effects or money taken, worn or carried on the journey be lost, stolen, damaged or destroyed the Company will pay the cost of replacement or repair up to £250 for any one item, £400 for money and £1,500 in total except for the first £15 thereof. In addition if the Insured's baggage is delayed and does not arrive within 12 hours of the Insured the Company will reimburse the cost of purchasing essential items of clothing and toiletry up to a maximum sum of £50.

Skis, Ski sticks and bindings where the Insured person elects to insure such items subject to a limit of liability of £200. The exception in regard to sports gear in use does not apply to this item.

Main exclusions

No payment will be made for:

Motor vehicles, property left therein unattended overnight unless in a locked garage, tents or other camping equipment unless by fire or in collision / overturning of the conveying vehicle, sports gear whilst in use, confiscation or detention by Customs or other authority, shortages or money due to error or omission or due to depreciation in currency, values, or losses not reported to the Police within 24 hours of discovery. Contact lenses, brittle items, atmospheric or climate conditions.

Section 5

Legal Liability

In so far as the Insured is not entitled to indemnity under any other policy of insurance or from any other source the Company will indemnify the Insured in respect of liability at law for death, bodily injury or illness or damage to or loss of property all of which is accidental in character and which occurs during the Period of Insurance.

Exceptions

The Company shall not be liable:

- a) for death, injury or illness of or to the family of the Insured or any person under a contract of service with the Insured;
- b) for damage to or loss of property belonging to or under the control of the Insured or his or her family;
- c) for claims arising in connection with any mechanically propelled vehicle or any aircraft, owned, controlled or driven by any Insured or his or her servants or agents;
- d) to indemnify the Insured in respect of liability accepted or imposed under agreement without the written consent of the Company;
- e) to pay more than the sum of £1,000,000 for all claims arising out of any occurrence or arising out of all occurrences or a series consequent on or attributable to one source or original cause, but in addition costs and expenses of litigation incurred with the consent of the Company will be paid.

No admission of liability, waiver of rights or promise of payment shall be made without the Company's consent.

General Exceptions

The insurance does not cover any loss arising from or contributed to by:

- a) insanity or intoxication or the illegal use of drugs by the Person insured or deliberate exposure to unnecessary danger except in an attempt to save human life;
- b) war, invasion, acts of foreign enemy hostilities (whether war be declared or not) civil war, rebellion, revolution, insurrection or military or usurped power, or martial law;
- c) radiation, contamination or explosion from any nuclear source.

General Conditions

1. The insurance commences from the date on which the Education and Leisure Directorate receives instructions to insure so far as Section 1 is concerned and from the time the Insured leaves home to join up with the party so far as all other sections are concerned. The insurance will end when the Insured arrives home after the journey provided that at both beginning and end of the period any travel between home address and the assembly / dispersal point is direct.
2. It is a condition that at the time the insurance is arranged the Insured is not aware of any circumstance likely to cause cancellation, delay or curtailment of the journey and that at the time of commencement of the journey he / she is not known or suspected to be suffering from any illness or disease in the preceding twenty-one days and is not travelling contrary to medical advice.
3. It is required that the Insured will take all reasonable steps to avoid accidents, losses and expenses and to recover property lost or stolen. In the event of a claim under any Section immediate notice in writing must be given to the Company and any assistance or written proof supplied if requested.
4. No admission of liability, waiver of rights or promise of payment is to be made to the Insured to any other party without the Company's written consent.

Party leaders are recommended to obtain Form E111 for journeys abroad to take full advantage of any EC reciprocal arrangements.

8.3 Foreign Insurance Requirements

Some foreign event organizers may offer group insurance, and may require dispensation forms to be signed. In addition some insurance policies for say £1,000,000 worth of cover, may be high for example, in the USA, South America and Middle Eastern countries.

An incident which requires treatment and care for neurological symptoms can soon expend vast sums of money abroad.

Medical expenses covered on the LEA policy can be increased from the standard £250,000 via the payment of an additional premium. Please contact Sarah Rowles (Education Finance). Or Terry Potts (0161 793 3258) regarding this.

Full consultation with the Council's Safety Officers, Insurance Officer, Insurers and Legal Section is advised if organizers are in any doubt about the application of legislation in any country to be visited.

Prosecution under foreign law

School trips, visits and activities undertaken within the United Kingdom, fall within the requirements of the Health and Safety at Work etc Act 1974 and other associated health and safety Regulations.

Enforcement of these laws by the United Kingdom Courts are applied in practice to United Kingdom residents and visitors alike and form part of this country's criminal legislation. Hence, it is often a criminal offence to breach these laws, punishable by fines and / or imprisonment.

Similarly any school activity which entails foreign travel, or participation in an organised event abroad, will also attract the requirements of that country's own safety legislation.

Whilst there is some overlap and common agreement in place between EC countries, under common market legislation and within the remit of the court of human rights in the Hague, for many foreign countries our rules and regulations do not apply.

It is therefore essential when planning a foreign trip to make substantial additional enquiries concerning the visited countries health and safety laws and arrangements.

For example, some countries may have more strict requirements for supervision ratios of staff for pupils or different rules for driving. It must be remembered that, it is not possible to insure against a person's criminal liabilities in any country.

Also see DfEE Health and Safety or Pupils on Educational Visits (1998)

SECTION 9 HEALTH DECLARATIONS

9.1 General

Whilst the school journey or activity may be an important feature in a pupil's educational experience, it must be remembered that the expectations of parents and guardians is for their children to be on the school premises.

Consequently it is essential to obtain their consent to children being elsewhere, even for a short visit other than for normal curricular activity within the general neighbourhood of the school. Appropriate forms of consent, must be completed by the parents / guardians annually to cover day visits away from the area and, in addition, for all journeys or visits requiring overnight stays.

It is essential that parents / guardians complete and sign the medical questionnaire attached to the consent form in as much detail as possible. Should the school be concerned about any aspect of the pupil's health or fitness on receipt of the completed form they must discuss this with the parent and if still unsure and with the agreement of the parent contact the pupils GP (Doctor) to discuss the matter.

Requesting parents / guardians to give consent to their children being involved in a school journey entitles them to as much information on the organisation and execution of the journey as possible. This is especially the case where and overnight stay (or longer) is involved. The most appropriate way for this information to be given is through a meeting of all concerned, staff accompanying adults, pupils and parents, when full details can be given (in written form) and any questions which are raised can be answered.

9.2 Documentation

The documentation for the meeting must include details on:

- the aims and objectives of the visit;
- the duration, with dates and times of departure and return and means of transport;
- the destination, address and contact telephone number including details of the type of accommodation, facilities and qualifications / experience of those members of staff from the establishment visited. (This is particularly important when visiting any centre where the children will be taking part in adventurous activities); the type of activities planned, with a daily programme if possible; the possible hazards which may be encountered, and safety measures which will be taken to overcome them as far as possible;
- the responsibility of parents / guardians to ensure all necessary information about their children has been communicated to the school;
- a list of clothing and footwear required;
- the type of luggage to be used and how it must be labeled;
- the cost and method of payment including any cancellation charges;

- advice on pocket money;
- information on insurance, including if possible a photocopy of the insurance schedule for all parents;
- the method of communication and procedures to be followed in the event of an emergency;
- the names of the party leader and accompanying staff together with the names and status of other accompanying adults;
- additional information from parents may well be necessary for overseas visits and could include passports, photographs for identity cards, special dietary needs, E111 forms if visiting EC countries, etc;
- the school's code of conduct for pupils;
- for visits abroad a school / local based contact telephone number must be made available to parents as an emergency contact.

Must a major change in the programme have to be made after the commencement of the visit, arrangements must be made to inform parents / guardians accordingly.

It is important to inform parents / guardians of the measures the school has taken to ascertain information regarding the suitability and safety of the venue to be visited.

9.3 Medical Fitness of Pupils

It is important to establish that members of school parties are medically fit to take part in journeys or visits away from the school site.

FOR ALL EDUCATIONAL VISITS, JOURNEYS AND EXPEDITIONS INVOLVING A RESIDENTIAL ELEMENT, the following procedure must be followed:

- It is the duty of all parents / guardians to ensure that their child is medically and dentally fit to take part in school journeys and educational visits. This is particularly so when journeys involve a residential element, since the enjoyment, value and safety of the whole party may be affected by illness or toothache which could have been anticipated or prevented. Therefore briefing information for parents must stress this point.
- If there are medical issues of concern for the staff, they must discuss these and seek further clarification from the parent / guardian or seek medical advice as required. In extreme circumstances it may be unwise to include an individual pupil on the trip who may affect the enjoyment, medical fitness or safety of the rest of the party.
- It is vital that children taking part in school trips must have access to their medication. Teachers taking responsibility for school journeys must be aware of the child's medical condition and the type of treatment necessary.

- Members of some religious groups are against administering specific medications. Teachers must consider carefully the implications of this.

It is essential that at least one teacher on every school journey is named as teacher responsible for administering medication and that staff, parents and pupils are aware of who this is.

The guidance below relates to the administration of drugs in schools and, as appropriate on visits, journeys and expeditions.

9.4 Guidance concerning drug administration to pupils attending educational establishments.

There are normally three sets of circumstances in which teaching staff may be requested by a parent to supervise a pupil taking his / her medication during school hours.

- cases of chronic illness such as asthma, diabetes or epilepsy.
- children with a medical condition which requires them to have on-going medication.
- cases where a child is recovering from a short term illness is able to return to school but is completing a course of antibiotics / or similar treatment.

IT IS RECOMMENDED THAT IN CASES OF RECOVERY FROM SHORT TERM ILLNESS, ONLY TWO DAYS OF MEDICATION MUST BE TAKEN AT SCHOOL.

9.5 Type of Drugs

- antibiotics / cough medicine
The parent must give explicit consent in a letter, for a teacher to supervise a pupil taking medication, and specify the drug, the dosage, and the frequency and state when the end of a course of prescribed medication occurs.
- non-prescription 'over the counter medicines'
The parent must take responsibility for 'over the counter' medicine, and give specific details of the type of medication and dosage in a letter to school.

The teacher must check the dosage with the recommended dosage on the bottle, and check the suitability of the medication i.e. age of child and dosage.

As far as possible, teachers must supervise the pupil taking the medication to ensure that the correct dose is taken by the child.

9.6 Letter from Parents / Guardians / GP's

Long term administration of medication requires an agreement from the parent / guardian that she / he consents to named members of staff administering medication to her / his child.

In addition to this consent, information is required from the child's GP which specifies the type of medication, dosage, frequency and any other information, including side effects.

9.7 "Named Teachers"

The letter from parents will request their consent that a "named teacher" will be responsible for supervising the administration of medication.

In a primary school it is recommended that the following staff are named: Class Teacher; Headteacher; Teacher-in-charge of trip.

In a secondary school it is recommended that the following staff are named: appointed first aider; Headteacher; Form tutor; Teacher in charge of trip.

It is essential there is someone available on the trip to whom the parent / guardian have given consent to administer medication.

9.8 Drug Log

When medication is taken by the pupil the named teacher must enter the dose and the time the medication was taken in a separate book kept for this purpose in the vicinity of the storage area of the medicines.

9.9 Inhalers for Asthmatics

The British Asthma Association recommends the child carries the ventilator. However, the Headteacher must use professional judgment in consultation with parents who will know how capable their children are at managing their inhalers.

Headteachers must assess the likelihood of inhalers being lost, damaged and misused by other children, against the need to have an inhaler available for immediate access in the event of an attack.

IF CHILDREN ARE ALLOWED TO CARRY INHALERS WITH THEM, IT MAY BE ADVISABLE TO ASK PARENTS TO SUPPLY A SPARE, SO THAT THEY CAN BE ASSURED THAT IF THE INHALER IS LOST OR DAMAGED THERE IS ALWAYS ONE AVAILABLE.

Where the school takes responsibility for the safe-keeping of inhalers, access must never be restricted. Inhalers must be properly labeled with the child's name, and its location must be known to the child and his / her teachers at all times during the school day.

IT IS IMPORTANT THAT A CHILD DOES NOT HAVE TO CLIMB STAIRS OR WALK A LONG DISTANCE FOR THEIR INHALER IF THEY ARE BREATHLESS.

- IT IS VITAL THAT CHILDREN TAKING PART IN SCHOOL TRIPS MUST HAVE ACCESS TO THEIR MEDICATION.
- TEACHERS TAKING RESPONSIBILITY FOR SCHOOL JOURNEYS MUST BE AWARE OF A CHILD'S MEDICAL CONDITION AND THE TYPE OF TREATMENT NECESSARY.
- INSTRUCTORS WORKING WITH SPECIFIC PUPILS MUST BE MADE AWARE OF THEIR MEDICAL CONDITION.
- IT IS ESSENTIAL THAT TEACHERS ON SCHOOL JOURNEYS MUST INCLUDE A NAMED TEACHER FOR ADMINISTERING MEDICATION.

9.10 Storage of Medication

Medication

Medication must be stored in a cool environment, out of direct sunlight in a secure cupboard which is accessible at all times to 'named teachers'.

A separate fridge for storage of temperature controlled medication is recommended, or a separate part of a fridge (e.g. salad box or similar box) as demand dictates. The availability of a fridge for this purpose on residential visits must be checked prior to departure.

ALL MEDICATION MUST BE CLEARLY LABELLED WITH THE CHILD'S NAME AND DOSAGE.

9.11 Special Schools

All the above procedures must be followed by teachers in special schools taking into consideration the more complex nature of the children's needs.

9.12 Insurance Cover

"The Council has combined liability insurance which covers all employees including teachers. This covers the employer's liability, public liability and official's indemnity. The effect is that any claim for loss, damage, or injury made against any individual employee will result in the endorsement of all policies, and individual employees will have the benefit of insurance as well as the Council". Staff who fail to comply with this Code of Conduct may invalidate the benefits of the insurance cover provided.

SECTION 10 SPECIFIC VISIT INFORMATION

10.1 Farm Visits

1. Introduction

Each year thousands of farm visits by adults and school children take place. The number of reported problems is very small. However, farms do have the potential to be dangerous places if basic health and safety principles are ignored. When adults and children are visiting farms, risks to their health and safety must be systematically assessed and then minimized.

The assessment must aim to:

- identify hazardous areas
- identify hazardous operations
- identify hazardous activities
- identify the safeguards to be set up
- consider the age of the visitors particularly
- recognize their level of knowledge and understanding of a farm situation
- identify the level of supervision the farm and / or the teachers are to provide
- consider other farm operations which may be taking place at the same time as the visit
- identify specific aspects of the farming system that could present a risk, especially to young children
- identify the dangers of infection
- check the availability of washing and hygiene facilities
- be aware of transport around the farm

2. Animals

For many visitors, and especially children, the chance to get close to large farm animals will probably be the highlight of their visit. It must be remembered that neither the animal, adult nor child will be familiar with one another and this could present problems such as kicking, biting, being trodden on, head butting and being crushed.

3. The transport of Visitors around the Farm

- All trailers used as a means of transport for children must have seats.
- A responsible person must be available on a trailer to supervise passengers, and in particular children, while being transported.
- This task must not be left to the driver of the towing vehicle.
- All passengers must remain seated throughout the journey and the driver must ask the accompanying adult to signal that everyone is seated before moving off.
- Children must not be allowed to dangle their legs over the side of the trailer.
- There must be a maximum seating capacity for a trailer and this must not be exceeded.
- If children are being carried regularly, a purpose built trailer must be considered.

4. The unseen risks

- There is a small but real risk for both adults and children of acquiring infections, particularly those causing gastro-enteritis or skin infections. An outbreak of infection could be more serious than a minor injury. Several organisms, commonly present in livestock, may cause illness in humans. These organisms may be found in faecal droppings and elsewhere on the farm. There may be a risk of infection if infected material is eaten or if it is allowed to contaminate visitors' food.
- In addition, children's fingers may be contaminated with animal faeces, which is then transferred to their mouths when eating or simply sucking their finger of thumbs. Finger may also become contaminated if children allow animals to lick them.
- Exposure to other infections such as orf and ringworm is also possible. Even the most minor of these infections may be distressing and interfere with normal day to day activities and schooling. The more serious infections may require admission to hospital.
- The risk of acquiring infection is likely to be higher in urban adults and children who have had no exposure to animals, so increased precautions against possible risks and improved understanding of the likely effectiveness of available precautions, i.e. use of washing facilities and levels of supervision is therefore necessary.
- Pregnant women must avoid contact with sheep during lambing periods. Close contact with ewes during lambing can post risks to their own and their unborn baby's health.

5. Contact with Animals

- There is some evidence to suggest that handling livestock is associated with an increased risk of contracting infections. One particular source of infection is associated with handling bottle-fed lambs, especially where orphan lambs are brought in from other premises.
- Young children must be discouraged from directly handling lambs. Older children and other visitors must be given specific instructions to wash their hands after contact.

6. Eating

- Visitors must not be encouraged to sample animal feed or raw milk. A separate clean area must be set aside for eating purposes if refreshments are to be taken on site. Hands must be thoroughly washed with soap and water before touching food.

7. Lavatories and Washbasins

- Adequate lavatory and washbasin facilities must be provided including soap, hot water and clean towels (not roller towels – consider paper towels). Visitors must be encouraged to wash their hands before leaving the farm.

8. Instruction

- Instruction in simple hygiene measures must form part of any pre-visit discussion with teachers, parents and children. This may need re-emphasis during the visit.

9. The Enforcing Authorities

There are two authorities which enforce the legislation relating to 'Open Farms'. For Working Farms the enforcing authority will be the Health and Safety Executive. For Show Farms it will be the Environmental Health Department of the local authority.

10. Further advice

For further advice contact may be made to one of the following:

- The local office of the Health and Safety Executive (Telephone 0161 952 8200)
- The Salford Environmental Services Directorate (Telephone 0161 793 2132)

Details of farms belonging to the National Association of Farms for Schools are available from: 22 Long Acre, London, WC2 9LY.

11. Pupils Visits to Farms – Health Precautions

ECOLI 0157 Food Poisoning

A checklist of the main precautions required to reduce the risk of infection is shown below. **Similar precautions must be observed where relevant, when animals are brought into school.**

12. Checklist of the main precautions for school visits to farms:

- Ensure that those leading the trip are familiar with their own school / LEA guidelines on school trips.
- Check that the farm is well managed e.g. has a good reputation for high standards and stock welfare, that the grounds are as clean as possible and that suitable First Aid arrangements are made. The school may wish to consider taking a travelling First Aid Kit on the visit. Animal must not have access to outdoor picnic areas. A prior visit to the farm by a member of staff may be useful, if possible.
- Check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps must be clearly labeled in a suitable area.
- Ensure suitable precautions are in place where appropriate e.g. clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
- Ensure that there is an adequate number of adults to supervise the children, taking into account the age and stage of development of the pupils. Ensure that adults are suitably briefed regarding this checklist.
- Female visitors to the farm must be warned that there is a possible risk of disease being transmitted to pregnant women during lambing time.
- Prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules e.g. shutting gates.
- Inform parent / children of the advantage of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, by any closed shoe is preferable to open footwear. High heels must not be worn.
- Explain that visitors must not eat or drink anything including chewing gum etc while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.
- Visitors must be aware of the dangers posed by farm machinery and chemicals used on farms.

13. During the Visit

- If visitors are in contact with, or feeding, farm animals, they must not place their faces against the animals or put their hands in their own mouths afterwards.
- Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact, with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.
- Meal breaks or snacks must be taken well away from areas where animals are kept, and visitors must not eat anything which may have fallen on the ground. Any crops produced on the farm must be thoroughly washed in drinking water before consumption. Water for drinking and food washing must be taken only from taps clearly labeled as drinking water.
- Ensure visitors do not consume unpasteurised produce e.g. milk or cheese, or taste animal foodstuffs, such as silage and concentrates.
- Manure or slurry presents a particular risk of infection. Visitors must not touch it, and any cuts or grazes must be covered with waterproof plasters. If visitors do touch manure or slurry, they must wash and dry their hands immediately.

14. At the end of the visit

- Ensure all visitors wash their hands thoroughly before departure.
- Ensure footwear is free as possible from faecal material.

15. Hazards on the Farm

Farms can be dangerous even for the people who work on them. Taking children to a farm must be carefully planned. Teachers need to check that the farm is well managed. An exploratory trip will assist Teachers when writing up a Risk Assessment. Farms where children can visit must have good animal welfare, good toilet and hand washing facilities and clean area for eating and school working. When doing a Risk Assessment consider the following hazards:

- uneven or slippery farm yard, causing slips and trips;
- change in levels, concrete edges;
- attack by animals, i.e. biting, head butting, kicking, being trodden on and being squashed. Guard dogs and geese;
- infectious agents direct contact or faecal matter;
- the weather: cold, wet or very hot;
- inappropriate clothing and footwear;
- moving vehicles;
- unguarded machinery, conveyor belts;
- hot surfaces and heating equipment;
- chemicals;
- sharp objects, hand tools, protruding nails, splinters, barbed wire etc;
- low headroom in some of the farm buildings;
- staircases without handrails;
- fire and flammable hazards, e.g. straw and petrol;
- smoke, dust and fumes;
- slurry pits;
- stranger danger;
- no or inadequate toilet and washing facility;
- unsuitable drinking water;
- inadequate lighting inside barns and stables;

Parents must be made aware of the possible risk to their children that may occur as a result of a visit to farms specifically in relation to ECOLI.

10.2 Airborne Activities

These activities would be Category C due to the increased risk.

These activities must be carried out by registered associations. In this way NBG guidelines will be adhered to.

Some activities have risk levels that are inherent to the sport even when all Codes of Practice are adhered to. Insurance cover must be checked prior to commencement and all parties informed of the outcome of this information.

10.3 Trips / Visits Abroad

These are classed as being Category C trips and approval by the Educational Trips and Visits Adviser is required at the initial outset of the planning phase.

Adapted from the DfEE Publication: Health and Safety of Pupils on Educational Visits 1998:

1. General

Visits abroad will usually need to be planned at least one year in advance.

The trip may be:

- A reciprocal exchange with children staying in private homes.
- A Self-organised trip staying at one centre, e.g. youth Hostel.
- A package tour organised by a Company specializing in such trips.
- A tour with a specific purpose e.g. Concert Tour, Sport Tour etc., with children staying either with families or together.

Travelling abroad can be hugely rewarding for pupils and adults alike, but it is important that careful preparation takes place. Much of the earlier advice in this Code and in the DfEE booklet covers activities in the United Kingdom but also applies to visits abroad.

However, there are some additional factors that need to be considered when travelling abroad, not least because the legislation may be different from that of the United Kingdom. Group leaders must always comply with the school / LEA policy on visits abroad. School visits abroad can be made in a number of ways.

2. Organising your own visit

A Headteacher or group leader may decide to organise a package abroad without the help of an outside body. Package organizers have responsibilities under Directive 90/314/EEC. This is implemented in the United Kingdom by the Package Travel, Package Holidays and Package Tours Regulations 1992 (The Package Travel Regulations).

These regulations apply to packages sold or offered for sale in the United Kingdom. They define a package as a combination of any two of: accommodation, transport or other tourist services not ancillary to transport.

Most package arrangements come within scope of the regulations unless they are 'occasional' or part of an educational course programme as compared with a leisure activity such as skiing.

At the time of this booklet's production, the legal position of packages arranged as part of an educational course is subject to the effects of future judgments in the European Court of Justice. Headteachers must be aware of these regulations in case they are in scope.

3. Organising your own transport

Group leaders must ensure that drivers taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those en route.

EC regulations require the fitment and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. These regulations apply for most drivers of school passenger vehicles when undertaking an international journey.

Different Licence requirements would normally apply for driving abroad. DETR can provide advice on the relevant transport legislation.

4. Factors to consider when travelling abroad include:

- The need to be aware that different legislation and regulations may apply for drivers' hours and record keeping purposes, particularly in non-EU countries;
- EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats on journeys through EU countries and some countries outside the EU. In other countries, drivers must observe the domestic rules of the countries being visited. Advice on domestic rules may be obtained from the relevant embassies of the countries concerned. See also Taking a Minibus Abroad (DETR);
- Special documentation is required for minibuses taken abroad;
- All group members must be aware of the potential dangers of righthand drive traffic. The passenger doors on United Kingdom minibuses and coaches may not open on the kerb side in countries where travel is on the right hand side of the road. Extra care will be necessary when the group is entering or leaving the vehicle. Detours may be necessary to ensure safety;
- Carrying capacity and loading requirements;
- DETR can provide information on legal requirements for travel abroad.

5. Using a Tour Operator

Before using a tour operator group leaders must ensure it is reputable. Ascertaining this must form part of the risk assessment.

The Civil Aviation Authority licences travel organizers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence or ATOL). The licence is a legal requirement and provides security against a licence holder going out of business.

A Travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the group leader must check whether or not the whole package being supplied is covered by the ATOL.

If it is not, the organizer must show evidence of other forms of security to provide for a refund of advance payments and the costs of repatriation in the event of insolvency.

There are seven bonding bodies approved by the Department for Trade and Industry:

- Association of British Travel Agents (ABTA)
- Federation of Tour Operators Trust (FTOT)
- Association of Independent Tour Operators Trust (AITOT)
- Passenger Shipping Association (PSA)
- The Confederation of Passenger Transport (CPT)
- Yacht Charter Association (YCA)
- The Association of Bonded Travel Organisers Trust (ABTOT)

6. Operators based abroad

Directive 90/314/EEC (as referred to above) applies to all stated of the European Economic Area (EEA). Group leaders may wish to use a package organizer based abroad in an EEA state. If so, they must check that it satisfies the requirements of the national legislation implementing the Directive. Details may be available from national tourist offices or embassies / consulates.

7. Sources of further advice for school travel abroad

- The Department of Trade and Industry – for the regulations governing operators: 1 Victoria Street, London, SW1H 0ET. Telephone 0207 215 5000

- The Schools and Group Travel Association (SAGTA) is an independent association with a members' code of good conduct and safety rules. All its members are in ABTA: Katepwa House, Ashfield Park Avenue, Ross-on-Wye, HR9 5AX. Telephone 01989 567 690
- Alternatively there are voluntary bodies established to promote school journeys, such as the School Journey Association: 48 Cavendish Road, London, SW12 0DG. Telephone 0208 675 6636
- Headteachers or group leaders who decide to arrange travel independently may also seek the advice and help of the Foreign and Commonwealth Office's (FCO) Travel Advice Unit. The Unit's purpose is to help intending travelers to avoid trouble abroad. It can provide information on threats to personal safety arising from political unrest, lawlessness, violence etc: Consular Division, 1 Palace Street, London, SWE1 5HE. Telephone 0207 238 4503 / 4504.

8. Planning and preparation

It is good practice where possible to make an initial exploratory visit. If this is not possible, the group leader must gather as much information as possible on the area to be visited / facilities from:

- the provider;
- the Foreign and Commonwealth Office's Travel Advice Unit;
- other schools who have used the facilities / been to the area;
- the local authority / schools in the area to be visited;
- national travel offices in the United Kingdom;
- embassies / consulates;
- travel agent / tour operators;
- the Suzy Lamplugh Trust, a national charity for personal safety, has produced guidance, including a book called *World Wise: Your Passport to Safer Travel*, a video of the same title and information on the Internet.
- the Internet, books and magazines.

9. Staffing the visit

Staffing ratios for visits abroad are difficult to prescribe, as they will vary according to the activity, the pupils' age and sex, the location and the efficient use of resources.

A minimum ration of 1 adult to 10 pupils is a general rule of thumb with at least two of the adults being teachers. There must be enough adults in the group to cover an emergency. Mixed gender groups must have at least one male teacher and one female teacher.

10. Preparing pupils for visits abroad

Factors to consider for visits abroad include:

- language – particularly common phrases;
- culture e.g. body language, rules and regulations of behaviour, dress code, local customs, attitudes to gender etc;
- drugs, alcohol usage;
- food and drink – group members must be warned of the dangers of drinking tap water or using ice in certain countries. In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish;
- money – how to carry money and valuables discreetly e.g. money belts, zip armlets. If larger amounts of money will be needed, it is advisable to take travellers cheques;
- how to use phones abroad, money required (a BT contact card allows calls to be charged to the home number) and the code for phoning home. Check if mobile phones will operate in the country to be visited.

11. Briefing meeting for parents

It is particularly important that parents are given the opportunity to meet the teachers and others who will be taking the pupils overseas

12. Vaccinations

The group leader must find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination.

The Department of Health gives advice on vaccination requirements in their publication, *Health Advice to Travellers Anywhere in the World*, available free from most Post Offices, travel agents and libraries.

13. Insurance

The group leader must ensure that the group has comprehensive travel insurance. (See Section on Insurance). **Do not** leave the United Kingdom without evidence of your insurance cover and carry the emergency medical cover card provided by the insurers at all times.

Some foreign event organisers may offer group insurance, and may require dispensation forms to be signed. In addition some insurance policies for say £1,000,000 worth of cover, may be high for example, in the USA, South America and Middle Eastern countries. An incident which requires treatment and care for neurological symptoms can soon expend vast sums on money when abroad.

Full consultation with the Council's Safety Officers, Insurance Officer, Insurers and Legal section is advised if organisers are in any doubt about the application of legislation in any country to be visited. (See Section 8).

14. Foreign legislation

The group leader needs to check relevant legislation, particularly on health and safety e.g. fire regulations.

15. Language abilities

One of the adults with the group must be able to speak and read the language of the visited country. If not, it is strongly recommended that the leader or another adult learns enough of the language to hold a basic conversation and knows what to say in an emergency.

It is also advisable that pupils have a basic knowledge of the local language before the visit.

16. Visas / passports

The group leader must ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip. A group passport may suffice in certain circumstances. If travelling on a Collective Passport, check nationality and place of birth of all group members and parents, as some may need individual passports.

Numbers for a collective passport are normally a minimum of 5 and a maximum of 50 but do check as regulations change and differ between countries, e.g. a minimum of 10. The leader and deputy leader of the party must be over 21 and have a valid "British" Passport. (It is recommended to have a copy of the collective passport available).

Photocopies of the group's passports must be taken for emergency use. Otherwise there can be problems if someone other than the designated leader has to accompany an injured pupil back to the United Kingdom.

Visas – may be required in some countries and must be applied for in good time.

17. Nationality

If the group includes pupils whose nationality or immigration status or entitlement to a British passport is in doubt, it is advisable to make early enquiries of the Home Office's Immigration and Nationality Directorate concerning the requirements of the immigration rules and the right or re-entry.

(IPD Room 1101, Apollo House, 36 Wellesley Road, Croydon, CR9 3RR. Telephone 0208 760 8773).

Pupils who are not nationals of any EU member state may need a visa to travel from the United Kingdom to another Member State.

However, they may receive visa exemption if they are members of a school group. Details and forms are available from the Central Bureau for Educational Visits and Exchanges, 10 Spring Gardens, London, SW1A 2BN. Telephone 0207 389 4004.

Pupils other than EU nationals may require a separate passport and may need to use separate passport control channels from the rest of the group.

18. Care orders and wards of court

If a child is subject to a care order, foster parents will need to ensure that Social Services Department consents to any proposed trip. If a pupil is a ward of court, the Headteacher must seek advice from the court in relation to school journeys and activities abroad well in advance.

19. Emergency Medical Facilities

Some of these are available through reciprocal health care arrangements in European Community (EC) countries to EU nationals. Form E111 from DSS is the certificate of entitlement to free or reduced cost treatment and must be completed by the child's parent. It is available from Post Offices or Free Phone 0800 555 777.

It is advisable to take a contingency fund as sometimes treatment must be paid for in advance and money reclaimed later.

Check if any inoculations are required for the countries to be visited and passed through.

Rabies occurs in most parts of the world. If bitten or scratched by a cat, dog, fox or farm beast, wash the wound at once with soap and water or detergent and water – at the very least flush the wound with clean water. If possible apply alcohol to the wound.

Report the incident to the nearest police station. Go without delay to the nearest doctor or hospital and report to your family doctor on return.

20. The Political Climate

Party leaders must make an assessment of the political climate of the countries to be visited or passed through. Information as to the suitability of countries for school travel and the current political situation can be obtained by contacting the Foreign Office Telephone 0207 270 1500.

Foreign Laws

Laws and customs vary between countries. Party leaders must make all party members aware of laws and customs specific to the country which may impact on the conduct / behaviour of the group. This can be checked by contacting the Foreign Office on 0207 270 1500.

Prosecution under foreign law

School trips, visits and activities undertaken within the United Kingdom, fall within the requirements of the Health and Safety at Work etc Act 1974 and other associated health and safety Regulations. Enforcement of these laws by the United Kingdom Courts are applied in practice to United Kingdom residents and visitors alike and form part of this country's criminal legislation. Hence, it is often a criminal offence to breach these laws, punishable by fines and / or imprisonment.

Similarly any school activity which entails foreign travel, or participation in an organised event abroad, will also attract the requirements of that country's own safety legislation.

Whilst there is some overlap and common agreement in place between EEC countries, under common market legislation and within the remit of the court of human rights in the Hague, for many foreign countries our rules and regulations do not apply.

It is therefore essential when planning a foreign trip to make substantial additional enquiries concerning the visited countries health and safety laws and arrangements. For example, some countries may have more strict requirements for supervision ratios of staff for pupils or different rules for driving. It must be remembered that, it is not possible to insure against a person's criminal liabilities in any country.

21. Paperwork

The group leader must ensure that they obtain and take with them:

- travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents / passports and photocopies of all the group's documents in a sealed waterproof bag;
- a copy of the contract with the centre / hotel etc if appropriate;
- medical papers e.g. Form E111s and significant medical histories;
- parental consent forms;

- authorisation to obtain emergency treatment on behalf of the parent;
- the phone numbers and addresses, at home and in school, of the Headteacher and of the school contact;
- the names of parents and the addresses and telephone numbers at which they can be contacted (home and workplace);
- copies of a list of group members and their details;
- details of insurance arrangements and the company's telephone number;
- the name, address and telephone number of the group's accommodation;
- location of local hospital / medical services.

The group leader may wish to ask parents for passport size photographs of the pupils. It might be useful to have photographs of the adults in the group as well;

22. Information retained:

- **by the EVC**
- **by the Trips and Visits Adviser**
- **by the school on completion of the trip for evaluation and then filing**

Full details of the visit must be retained at school while the visit is in progress. Information must include:

- the itinerary and contact telephone number / address of the group;
- a list of group members and their details;
- contact names, addresses, telephone numbers of the parents and next of kin;
- copies of parental consent forms;
- copies of travel documents, insurance documents, medical papers;
- a copy of the contract with the centre / hotel etc, if appropriate; and
- LEA emergency contact numbers.

It is the Headteacher's responsibility to ensure this information is available at all times. This is particularly important if the visit takes place when the school is closed.

23. During the visit

It is advisable for pupils to carry a note in the relevant foreign language to assist them if they get lost, asking the reader to re-unite them with the group at the accommodation / meeting point, or to take them to the police station. They must also carry the group leader's name and the duty contacts phone number.

All group members must carry an appropriate amount of foreign currency at all times e.g. money for telephone (or phone card).

It is important to be able to identify group members readily e.g. uniform, brightly coloured backpack, cap, item of clothing or badges. However, no student must display their name clearly on their clothing – this could result in their being isolated from the group by an apparently friendly, personal call.

Each member of the supervisory team (particularly the assistant leader) must have:

- A copy of the collective passport and visas (if applicable).
- A copy of the full list of the party (including adults and those who may not appear on a collective passport) with their details.
- A copy of a photograph of each group member (particularly useful when trying to track down a “lost” child).
- A copy of the detailed itinerary and the telephone numbers of admin. Contacts in the country to be visited.
- A copy of the emergency medical insurance cover card provided by the insurers.

24. Emergencies

The group leader must ensure that all members of the group, know what action to take if there is a problem.

The group leader and supervisors must know where the nearest British Embassy or Consulate is located and the telephone number. Depending on the age of the pupils, it may be appropriate to ensure that they have this information to hand.

Group leaders need to be aware that some diseases are more prevalent in some countries than in others and must know what action to take must a member of the group become infected.

Many of the health problems of pupils on longer visits are caused by lack of food, of liquid or of sleep. The group leader must take this into account at the planning stage and take measures to prevent these risks.

If appropriate, parents must be asked to provide suitably factored sun protection creams and sun hats / glasses. Group members must be advised about the dangers of over-exertion in the heat and of dehydration, which can cause headache, dizziness and nausea.

In warm climates it is important to keep fluid levels high, take extra salt and wear loose, lightweight clothing, preferably made of cotton or other natural fibres.

25. Emergency Support (School Contact)

It is advisable to have a teacher / contact at home with a valid passport, who could go to the area being visited to provide support to the group in the event of an emergency.

26. Travel by Air

Taking a school group on an aircraft requires careful planning and preparation. The airline / travel agent will be able to advise on particular requirements. If the group includes any members with disabilities, it is advisable to check that the airline has a wheelchair service and lifting facility etc, if appropriate.

The group leader must resist any attempt by the airline to split the group between different aircraft.

27. EXCHANGE VISITS

These are Category C trips and approval by the Educational Trips and Visits Adviser is required at the initial outset of the planning phase.

The success of an exchange visit largely depends on good relationships and communications with the partner school.

Individual school exchanges differ from other visits abroad in that pupils will spend most of their time with host families and are, therefore, not always under the direct supervision of school staff. Host families will not be subject to U.K. Law.

Pupils must be aware of the ground rules agreed between the group leader and the host family. Many of the considerations which apply to residential and day trips also apply here. In addition, the following must be ensured by the group leader:

- a good personal knowledge of the host school and counterpart;
- satisfactory 'pairing' arrangements. The partner school must tell the host families of any special, medical or dietary needs of their guests, age and gender;
- matches must be appropriate;
- parents, pupils and the host school must be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit;
- the Headteacher must retain a list of all the children involved and their family names and addresses;

- pupils living with host families must have easy access to their teachers, usually by telephone;
- parents must be made aware that their children living with host families will not always be under direct teacher-supervision.

28. Vetting host families

Exchange of home stay visits can be arranged through agencies, in which the agency must have some responsibility for vetting the host families. Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of host families including criminal background checks in so far as these are available.

If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the group leader must seek further assurances and / or reconsider whether the visit must take place.

The Headteacher must write to the exchange Headteacher asking him / her to ensure that all households where the children are to stay are safe and secure.

SECTION 11 FINANCE

11.1 General

The Headteacher must ensure that parents are given reasonable notice of the costs of educational and off-site activities. The Headteacher must establish secure procedures for the management of associated income and expenditure including clear banking and accounting procedures.

Charges for School Activities

The Education Act 1988 determined aspects of education for which charges may not be made. The following key principles may be considered to apply with particular respect to off-site activities:

- Education provided wholly or mainly during school hours is free.
- Off-site activities can be financed through voluntary contribution. Although this must not lead to discrimination against parents who do not want to contribute.
In the last resort, if insufficient parents contribute, this may lead to school activities being cancelled.
- Charges can be made for board and lodging on residential visits as well as full costs when a visit is deemed to be an optional extra. e.g.
 - It falls wholly or mainly outside school hours.
 - Does not form part of the National Curriculum.
 - Is not part of a syllabus towards an exam.
 - Is not a part of statutory religious education.

See also DES circular 2189 Ed Reform Act 1988 Charges to School Activities.

11.2 Financial Arrangements

Before giving approval to a journey or visit taking place the Headteacher must be aware of the following recommendations:

- a) Overseas holidays must only be arranged through reputable and bonded tour operators.
- b) When selecting a particular trip / travel company the principles of best value must be applied to this process e.g:
 - How does the cost compare to similar companies /trips?
 - Is the school getting the best deal?

- Does the company's trip meet the aims and objectives of the school visit originally agreed?
- Is the final price competitive when compared to other providers?
- How does the school ensure it receives the most economic, efficient and effective service from those who provide it?
- Charges to teachers supervising journeys or visits must be given careful consideration. Where the visit is a purely educational nature e.g. a trip to a theatre as part of an examination course, or of a type purely for children e.g. puppet show, it may be unreasonable for the supervising teachers to be charged. Where, however, the visit is of a recreational nature e.g. a skiing holiday, it may appear reasonable for the supervising teachers to pay, at least, part of their costs. If the family or friends of supervising teachers are permitted on journeys or visits they must be charged not less than the charge to pupils.

When Headteacher's authorize a journey or visit they must retain a copy of that authorisation and endorse it accordingly. The teacher in charge of the journey or visit must be familiar with the school's internal arrangements for financial accountability and utilise a school account for this purpose.

11.3 Financial Control

Banking Arrangements

- Where the sum involved is substantial a bank account must be opened in the name of the school trip (not in the name of an individual). Alternatively a school account may be used.
- Cheques must require the signature of a minimum of two people from a nominated list; one of these must preferably be the Headteacher or deputy Headteacher.
- No blank cheques can be signed.
- The account must not be overdrawn.
- Cash must be banked on the day received wherever possible.

Income

The following procedure must be adopted where cash is collected, in respect of the charge for the journey or visit, from pupils and teachers.

- A receipt must be given to each person making a payment. If the charge is paid in one payment an individual receipt must be issued, if it is paid by instalments a payments card must be issued on which the individual payments can be receipted. Either form of receipt must contain the date, the amount and the signature of the teacher receiving payment.
- The teacher collecting the payments must keep a record of all the amounts received and must regularly pay the accumulated sum to the school bursar or into the school trip bank account. It is suggested that a paying in book is used for this purpose.

- Pupils must be encouraged to bring money to school on a particular day. All payments must be recorded with the date and the amounts received from pupils. A receipt acknowledging payment must be issued to pupils on the day of payment.
- Where pocket money is issued to pupils a documentary record must be made and the pupil's signature obtained.

11.4 Financial Monitoring

In respect of major journeys, the Headteacher must arrange for the financial position to be monitored periodically before departure. Some journeys may qualify for V.A.T. exemption. (See below).

After the journey, or visit, a statement of income and expenditure must be prepared. It must be certified by the organising teacher and the Headteacher.

All receipts, invoices and supporting vouchers must be retained for possible future inspection and audit.

11.5 Value Added Tax

1. The following types of organised school visits are treated by H.M. Customs and Excise as being exempt from Value Added Tax:
 - a) Any visit which is arranged for pupils free of charge.
 - b) If the charge made to pupils is subject to a specific subsidy by the Local Education Authority.
 - c) Visits are not regarded as being specifically subsidized if the only subsidy is the provision of some financial assistance on grounds of hardship. The subsidy provided must be provided by the Local Education Authority funds not the School Fund etc.
 - d) If the charges made are equivalent to the full cost of the visit provided that the visit satisfies all the following conditions:
 - The visit is to serve a clear educational purpose related to a general education curriculum.
 - The visit is not primarily of a recreational or sporting nature except when the activities are provided as part of a general educational curriculum.
 - The visit is adequately prepared and followed up in school.
 - Arrangements are made for the supervision of the pupils by suitably qualified persons.
2. Where it is considered that the visit satisfies the criteria for exemption from Value Added Tax the school must contact the Financial Department Telephone 0161 778 0231.

SECTION 12 EMERGENCY PROCEDURES

12.1 General

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would (*In Loco Parentis*). Teachers must not hesitate to act in an emergency and to take life-saving action in an extreme situation or to stop an activity they feel is unsafe or dangerous.

Emergency procedures are an essential part of planning a school visit and must follow LEA guidance on emergency planning procedures.

12.2 If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services and everyone who needs to know of the incident

The party leader who will take charge in an emergency and would need to ensure that emergency procedures agreed before the trip are put in place and that back up procedures are arranged. The party leader must liaise with the representative of the tour operator if one is being used. If the party leader is injured a pre designated deputy teacher must take control.

12.3 Pre-arranged school/home contact.

The school contact's main responsibility is to link the group with the school, the parents, and the LEA and to provide assistance as necessary. The named person must have all the necessary information about the visit, the pupils, the venue and the itinerary. Normally this contact must be a member of the Senior Management Team preferably the Headteacher if they are not on the trip.

12.4 Emergency procedures framework.

All those involved in the school trip, including supervisors, pupils and their parents must be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

If an emergency occurs on a school visit the main factors for the Party Leader to consider include:

- Establish the nature and extent of the emergency as quickly as possible;
- Ensure that all the group are safe and looked after;
- Establish the names of any casualties and get immediate medical attention for them;
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- Notify the police if necessary;
- Notify the British Embassy / Consulate if an emergency occurs abroad;
- Inform the school contact. The school contact number must be accessible at all times during the visit;
- Notify the LEA. This can be done by the school contact. During office hours telephone the Education and Leisure Directorate at Minerva House on: 0161 778 0123. Outside office hours on 01772 321850 or 01422 824081. The Civic Centre can be contacted on 0161 794 4711 and Out of Hours on 0161 794 8888. In the event of an emergency, the Civic Centre will contact an Emergency Liaison Officer. Turnpike House can be contacted on: 0161 925 1042 for vehicle recovery assistance in cases of breakdown.
- Details of the incident to pass on to the school must include: nature, date and time of incident; location of incident; names of others involved so that parents can be reassured; action taken so far, action yet to be taken (and by whom);
- Notify insurers, especially if medical assistance is required (this may be done by the school contact);
- Notify the provider / tour operator (this may be done by the school contact);
- Ascertain telephone numbers for future calls. Mobile phones, though useful are subject to technical difficulties, and must not replace usual communication procedures;
- Writes down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- Keep a written account of all events, times and contacts after the incident;

- Complete an accident report form as soon as possible. Contact Health and Safety Executive on return;
- No one in the group must speak to the media. Names of those involved in the incident must not be given to the media as this could cause distress to the families. Media enquiries must be referred to the Communications and Public Relations Department on 0161 793 3157 or out of office hours on 07970 283827
- No one in the group must discuss legal liability with other parties.

12.5 Emergency procedures framework for school base.

Prior to the visit, the name, school and home telephone numbers of a school contact must be identified. It is advisable to arrange a second school contact as a reserve. Community and controlled schools will normally have an LEA named person usually the Director of Education and Leisure. Headteachers and group leaders must bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

The main factors for the school contact to consider include:

- Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base.
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact must act as a link between the group and parents. Parents must be kept as well informed as possible at all stages of the emergency.
- Liaison with LEA and / or governing body. The school contact must act as a link between the group and LEA and / or Chair of Governors and arrange for the group to receive assistance, if necessary.
- Emergency contact details for the LEA are: Office hours: 0161 778 0123, Out of office hours: 01772 321 850 or 01422 824 081

Liaison with media contact.

If a serious incident occurs the school contact must liaise with the designated media contact as soon as possible (0161 793 3157 or mobile:07970 283827).

The reporting of the incident must be done using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

After a serious incident.

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases reactions do not surface immediately. Schools in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy. Schools must contact the LEA regarding this support on Telephone Number 0161 778 0123 – Educational Psychology Service.

12.6 Action to be taken by the LEA

1. The recipient of the emergency call from the party's home contact person will ensure all relevant information has been received.
2. The Director of Education and Leisure (or his / her representative) will be immediately informed.
3. The Director of Education and Leisure will appoint a designated senior officer to co-ordinate the response to the emergency. He / she will:
 - a) Contact the Press Officer to secure support in dealing with the media.
 - b) Establish contact with the Headteacher.
 - c) Establish an operations centre within the Education Office.
 - d) Establish contact with the Group's Leader to channel advice and support.
 - e) Contact the Police to determine relative roles and channels of communication.
 - f) Ensure swift and sensitive communication with parents.
 - g) Arrange early press statement in brief and general terms.
 - h) Alert Chief Executive, Chairman of Education Committee and appropriate Members.
4. The Director of Education and Leisure may wish to contact the Health and Safety Executive and Authority Solicitor as soon as possible.
5. The emergency arrangements outlined above must secure prompt assistance if adhered to.

It is stressed that the emergency numbers provided must not be used for any other purpose than those described in this section.

12.7 First Aid

1. The ability to give First Aid is an essential though, hopefully a rare aspect of outdoor visits, journeys and expeditions. The two levels of training are the 1 day course for “Appointed Persons” and a 4 day course with assessment for a qualified first aider.

In addition to these courses, instruction in emergency life support and basic life support including CPR can be organised through the Eccles Heartstart Group. Please contact Ann Wolfendale on 0161 789 5876 for more details.

2. First aid provision must be part of the trip Risk Assessment
 - Every party must have at least one adult qualified first aider.
 - On residential trips there must always be an appointed person on duty. The location of the residential base and the nature of the activities planned may require the party leader to ensure that there is always a qualified first aider available. This would be when the base is remote from accident and emergency facilities.
 - Staff accompanying the trip must know where the nearest and most accessible Accident Emergency Hospital facility is situated and how to get there.
 - It is recommended during residential trips that transport and driver are available on site in case of an emergency. Where there is an expectation that this role is fulfilled by school staff, they must be in a fit state to drive.
 - If a party divides into groups that undertake separate activities which take place away from each other, each group must have an adult appointed person and a travelling first aid kit.
 - When young people undertake group activities that are away from the main base and unaccompanied by an adult they must have received first aid training commensurate with the activity and carry a first aid kit.

12.8 First Aid Kits

1. First aid kits must be made of suitable material designed to protect the contents from damp and dust and must be clearly identified as first aid containers. The marking used must be a white cross on a green background. First aid kits must contain only those items which the first aider has been trained to use.
2. The contents of travelling first aid kits must be appropriate for the circumstances in which they are to be used and must include at least the following items:

- a) A guidance card;
 - b) Six individually wrapped sterile adhesive dressings;
 - c) One large sterile un-medicated dressing;
 - d) Two sterile triangular bandages;
 - e) Safety pins;
 - f) Individually wrapped moist clean wipes;
 - g) Disposable gloves;
 - h) Sterile water or sterile saline (0.9%) in sealed disposable containers.
3. It is recommended that for visits abroad a full first aid box is provided. For visits to activity centres in the United Kingdom the party organiser must check with the centre to confirm that the centres' first aid facilities are available at all times.

12.9 Fire

1. Fire can occur anywhere, at anytime but it is particularly dangerous when it occurs at night in a dormitory which is unfamiliar to children and staff.
2. The party leader must ensure that wherever the children are taken, the local fire procedures are well known. The party leader must request a copy of the host's fire procedures and on arrival, check the fire action sign which confirms the appropriate action. The party leader shall also inform all members of the party what is expected of them must they discover fire or if they hear the fire alarm sound.
3. The party leader must always have the list of participants with her / him at all times, and take a roll call at the assembly point as soon as possible.
4. In dormitories, the host may require teachers to act as search officers. The party leader must ensure that all teachers know what their role is, and only if it is too dangerous to continue to search must they abandon the search, and report the situation to the party leader at the assembly point.
5. When staying in dormitories, it is essential to do a fire drill on arrival.
6. The party leader must ensure that teachers know the location of fire extinguishers, and know how to use them in case of a small fire developing. Larger fires must be left to the fire brigade.
7. All staff must satisfy themselves that children do not take items which may create a fire on any school trips, and especially into dormitories. The dangers and the penalties must be clearly explained to children.

SECTION 13 APPENDICES

Appendix 1 ADVICE TO GOVERNING BODIES

1. Introduction

1.1 Educational visits provide rich experiences which many pupils will cherish for a long time to come. Activities, especially when undertaken away from the familiar school environment, almost inevitably will pose some element of risk. Whilst it may not be possible to prevent all accidents, it is certainly possible to attempt to maintain sensible controls over risks. In fact, this is now a statutory obligation under health and safety law that affects governors directly.

1.2 In common sense terms, the governing body must ensure that:

- The school has a policy for dealing with visits which takes account of health and safety.
- Possible risks are assessed and all controls (precautions) which can reasonably be taken without disproportionate cost or effort are adopted for the visit.
- Appropriate arrangements for planning, organisation and control are in place and evidence would be available to confirm this in the event of an incident.
- Possible incidents and the emergency action which would be necessary are taken into account in planning the visit.
- Everyone affected, including parents and pupils, is appropriately informed of risks and precautions.
- Visits are monitored and reviewed to ensure that good practice is maintained.

1.3 Although these issues arise specially for health and safety, they are principles which apply to all other aspects of visits and can form the basis of a checklist which governors might use in reviewing the general conduct of school visits.

2. School Visits Policy

2.1 Within school, the governing body must call on the Headteacher to maintain an Educational Trips and Visits Policy.

3. What Makes for a Good Policy

3.1 The policy must aim to underline the co-operation needed from everyone to promote the value of educational visits and make them successful, stimulating and enjoyable. It needs to be clear on matters relating to authorisation of visits.

Governing bodies will need to indicate under which circumstances proposals for authorisation must be brought before them and who on the school staff has the power to authorize more routine visits.

Some flexibility is needed to take account of activities arranged justifiably at short notice. Generally the level of personal injury, child protection, financial, or matters which relate to the standing of the school in the public arena.

3.2 The detail of the policy adopted will reflect, in part, the size of the school but will need to incorporate some or all of the following elements:

- If the Headteacher is delegating responsibility for this area: the nomination of an Educational Visits Co-ordinator;
- Alignment with local and national documentation and guidance;
- A clear, simple set of procedures for the management of all groups leaving the premises which are appropriate and proportionate to circumstances;
- A procedural checklist against which teachers can comprehensively plan each visit;
- A system by which visits in certain categories receive prior approval of the governing body. Such categories may include:
 - Visits involving overnight stays;
 - Foreign visits;
 - Visits involving potentially hazardous activities;
 - Those visits for which LEA notification or approval is required.
- The timing of notifications must take into account the implications of non returnable deposits;
- Possible need to amend programmes;
- Need for LEA notification and approval where necessary;
- Means by which the arrangements can be reviewed annually with the Headteacher to ensure that the policy reflects the current thinking of the governing body and is up to date in relation to staff changes and operating experience.

4. LEA Involvement

- 4.1 The need to retain a sense of proportion governs the level of involvement and support the LEA gives. It will focus attention on higher risk, higher profile activities. With the introduction of this detailed advice, schools have a clear indication of standards expected and, providing they can show that they have followed the guidance, the LEA will support them in any dispute. In these circumstances most educational visits can be planned and discharged without further reference to the LEA.
- 4.2 The LEA will hold a watching brief on residential visits abroad, on fieldwork undertaken in hazardous terrain and on adventure activities to AALA centres. It requires to be notified a minimum of four weeks in advance of such activities.
- 4.3 Formal approval by the LEA will be required only where potential risk is at its highest, these include establishment led activities which would come under the scope of AALA, or where very high profile adventure expeditions are being proposed. In this case the LEA must be involved at the outset of planning such activities.
- 4.4 Notifications or requests for approval will be handled by the LEA Trips and Visits Adviser who is based at: Minerva House, Pendlebury Road, Swinton, M27 4EQ.
- 4.5 In summary, visits are therefore grouped under three categories.

5. Special Points

Adventurous Activities Licensing Regulations 1996

- 5.1 These regulations are directed at providers of adventure activities for young people below the age of 18. Schools must check that providers they use (other than the LEA's own centres) have a current and relevant licence for activities the school will be participating in. Any activities offered by the LEA's own centres are monitored directly by the Authority and can be assumed to meet the requirements of the regulations.

Procedures for responding to a major emergency

- 5.2 Governors must satisfy themselves of the adequacy of their arrangements to cope with the implications of a major emergency affecting a group on a visit, whether in Britain or abroad. Such arrangements must ensure:
 - Efficient communication between the affected party, senior management, the governing body and, where applicable, the LEA (via the Trips and Visits Adviser);
 - Effective communication with parents;
 - The management of information; dealing with the media.

- 5.3 Certain emergencies may be classed as '**critical incidents**'. Governors must assure themselves that the guidelines detailed in the document "Responding to Critical Incidents: Guidance Procedures for Schools", are considered and appropriate procedures are adopted.
- 5.4 More advice is given in the section "**Emergency Procedures**". Governing bodies are strongly advised to apply in full the guidance in this section.
- 5.5 Arrangements for educational visits will impinge on other policies operating in the school, e.g. Charging and Remissions policy. In establishing or reviewing policies governors will need to ensure that the necessary linkages are made to ensure consistent application, overall.

Appendix 2

ADVENTUROUS ACTIVITIES USING LICENSED PROVIDERS (UK ONLY)

1. When planning to use adventure activity facilities offered by a commercial company or another local authority the group leader must check:
 - whether the provider is legally required to hold a licence for the activities it offers, and
 - that the provider actually holds a licence.
2. Over 900 United Kingdom providers currently hold a licence. The relevant legislation is the Activity Centres (Young Person's Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996.

A licensed provider does not necessarily have to hold a licence for all its activities. Other activities offered may be accredited under non-statutory schemes. The provider can give information on what activities are licensed. A licence is one of the Assessment control measures.

3. It is illegal for a provider of licensable status to offer a licensable activity without a valid licence. Teachers must check on the licence status of the provider.

The address is, Adventure Activities Licensing Authority, 17 Lambourne Crescent, Llanishen, Cardiff, CF4 5GG. Telephone 01222 755 715 and fax 01222 755 757. Their Internet site is <http://www.aala.org>.

4. A licensed provider does not necessarily have to hold a licence for all its activities. Many of the activities that pupils take part in will be covered by health and safety legislation alone.

However the following activities (where undertaken by young people under 18 years of age and unaccompanied by a parent), need a licence when provided:

caving: the exploration of underground passages, disused mines, or natural caves which requires the use of special equipment or expertise.

climbing: climbing, sea-level traversing, abseiling or scrambling over natural terrain or certain man-made structures which requires the use of special rock climbing or ice climbing equipment or expertise.

trekking: going on foot, horse, pony, pedal cycle, skis, skates or sledges. Over moorland, or on ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge. Off piste skiing also requires a licence.

water sports: this comprises sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters. Rowing is exempt.

Not all providers are required to hold a licence. Voluntary bodies and schools providing their own members of staff and pupils are exempt, but a Risk Assessment is required.

Teachers who use providers for adventurous activities must request site of, and assess the details of, the provider's Risk Assessment for those activities. For Teachers who are leading the activity then **Salford's Risk Assessment proformas RA2** must be used.

Appendix 3

PRE VISIT INSPECTIONS

1. It is important that the party leader is familiar with the venue, either by visiting the site first hand or by acquiring sufficient knowledge of the site. It is vital that this is carried out if a potentially hazardous activity is to take place. Any centre you use for outdoor and adventurous activities e.g. climbing, canoeing etc must be licensed under the Activity Centres (Young Person) Safety Act 1998.
2. This exploratory visit must ensure that:
 - the venue is suitable to meet the aims and objectives of the visit;
 - the Teacher can assess the level of risk to be encountered;
 - the venue can cater for the needs of the staff and pupils during the visit;
 - the Teacher can become familiar with the area before the visit begins;
 - the Teacher can meet the people at the venue to learn about possible dangers and the full potential of the site;
 - there are sufficient members of staff available and provided by the centre;
 - there are adequate facilities at the site including parking, toilet, disabled toilet, washing, eating and classroom, and confirm availability;
 - if necessary there is emergency shelter;
 - there are adequate first aid facilities;
 - rescue facilities are available;
 - relevant documents can be reviewed, such as safety policy statement, codes of practice and Risk Assessments, emergency procedures, etc;
 - if there is a shop on site, then the prices and the items for sale can be assessed as to suitability;
 - the quality of mobile phone reception;
 - if there is another school party on site, a first hand opinion can be sought;
 - the terrain / activity is not too strenuous for all members of the party;
 - if abroad, the availability of English speaking assistants;
 - if you will be sharing the facility / accommodation with other schools or adult.

3. If an exploratory visit is not possible then as much information as possible must be acquired from as many sources as reasonably possible, including:
 - the Manager of the venue;
 - the local Tourist Office;
 - motoring organisations;
 - the Local Authority for the area;
 - if an outdoor education centre, the Licensing Authority;
 - if a sea-borne activity, for the local coast guard;
 - schools who have visited recently;

Appendix 4

MANAGEMENT OF YOUNG PEOPLE

An appropriate level of personal responsibility must be agreed with parents and participants, prior to the commencement of the trip.

The following list is included to assist the party leader in deciding on specific aspects of behaviour which may need to be addressed because they impact on risk assessment:

- Co-operate with the staff and with other students to make this visit enjoyable, trouble free and educationally rewarding for all.
- Study any assignment booklet and instructions carefully prior to departure.
- Have the appropriate equipment as necessary, with me for all visits, meetings, seminars and activities.
- When travelling carry my passport, tickets, money and electrical equipment in my hand luggage (not suitcase).
- Clearly label my baggage both inside and out.
- Keep a record, if requested of discussions, lectures, visits and meetings arranged during the visit.
- Participate as fully as possible in all discussions, lectures, visits and meetings arranged during the visit.
- Dress appropriately and with sensible shoes as directed by the Teacher. I understand that formal dress may be required on occasions.
- Be punctual at all times, for meals and meetings etc.
- Behave quietly and sensibly in the accommodation to avoid inconvenience to other guests or the accommodation management.
- Return to the accommodation by the agreed time.
- Remain attentive and act sensibly at all times.
- Abide by the laws of the country visited and comply with customs and duty free regulations.

- Remain alert during lectures, excursions or other organised events.
- Agree smoking policy.
- Carry out the assigned duties of any duty rosters when it is my turn to do so.
- Remain in my room until the next morning after 'lights out' unless in an emergency.
- Only allow visitors from my own group into my room.
- Not consume or purchase alcohol.
- I am aware that my parents / guardians will be contacted in the event of misconduct or persistent misbehaviour and if this continues I may be sent home early at my own cost, or my parents asked to collect me.
- That I will remain in the accommodation unless I have my teacher's permission to leave.
- In my free time I may leave the accommodation only after permission has been granted by my teacher, but I must ensure that I am in a group of no less than three pupils or a number specified by the teacher.
- At night, or after dark, I will only leave the accommodation with the whole group in the company of a teacher or as instructed by the teacher.
- I will only take part in sporting activities, or other events which could be dangerous with the prior permission of a teacher.
- Portable CD players, personal stereos etc can only be used with the agreement of teachers.

Appendix 5

Accommodation Standards for Permanent Residential Centres

It is recognized that not all establishments will provide residential accommodation and that on many occasions activities will include overnighting in outdoor areas, mountain huts, bunk houses, under canvas, bivouacs etc.

However, where permanent accommodation is provided at a centre, or where providers use other organisations / establishments on a sub-contract basis to provide residential accommodation, it must meet the following guidelines and be checked out whenever possible prior to the visit.

- 1 There must be adequate provision for the storage of clothes, rucksacks and other outdoor equipment.
- 2 There must be one washbasin (with hot and cold water and mirror) for every ten participants in close proximity to sleeping areas.
- 3 Centres must be adequately heated.
- 4 Sleeping areas to have at least one external window providing adequate ventilation.
- 5 All bedroom and bathroom windows to have opaque blinds or curtains or equivalent.
- 6 Sleeping areas must be adequately lit.
- 7 The centre must make provision for luggage storage.
- 8 A separate room must be available for the storage of special clothing and equipment. Provision must also be made for the drying of clothes.
- 9 There must be adequate provision / arrangements for safekeeping of valuables.
- 10 There must be adequate provision / arrangements for sick / infirm participants.
- 11 There must be one bath or shower (with hot and cold water) for every 15 people and one WC for every 10 people in close proximity to sleeping areas.
- 12 There must be at least 75cm between each bed or set of bunks and adequate circulation space to allow for easy access to all facilities in the room.

NB Residential Centres are inspected by the Borough Council in which they are situated. If in doubt check with the local council if the centre has passed this annual inspection.

Whilst the list below is not intended to be exhaustive, centres / providers will be expected to demonstrate compliance with the following areas of legislation, where appropriate:

- Fire Certification.
- Food Safety / Hygiene.
- Health and Safety.
- The Children Act.
- Road Transport.

Appendix 6 Joint / Shared Accommodation

If you are considering using a facility which results in joint or shared accommodation within a centre or which has public access e.g. a Hotel or Youth Hostel you must be able to ensure the safety of the pupils in your charge. Areas to consider include:

- Do all rooms / dormitories lock? / Who holds the keys?
- Do pupils have to leave the rooms to access the toilet / bathroom?
- How close are the rooms of group leaders to all pupils rooms / dormitories?
- What instructions have pupils been given if they have to leave their room during the night?
- Have all adults been given satisfactory clearance on CRB checks
- Are all rooms used solely by the school party?

This must have been covered as part of you risk assessment when planning the visit.

If the organiser cannot assure the safety of all pupils then the venue / accommodation must be changed.

SECTION 14 BLANK FORMS

Summary of Forms

Form Name & Number	Page location	Explanation
Form 1	109	Outline Plan checklist to be completed by the EVC / Party Leader at the outset of the planning process. To be retained at school.
Form 2	114	To be completed by Party Leaders for <u>all</u> types of off-site activities. A copy of this to be retained at school by the EVC. For activities falling within category B or C, a copy of this together with a full Risk Assessment to be sent to the LEA Trips and Visits Adviser at least 4 weeks prior to the date of the visit.
Form 3	116	To be completed by all Party Leaders immediately following the visit. A copy of this to be retained at school by the EVC. For activities falling within category B or C, a copy sent to the LEA Trips and Visits Adviser .
Form 4	118	Incident Report Form to be completed as soon after the incident as possible to recall information accurately for any potential follow-up
Personnel Form F28 & guidance on completion	119	To be completed for all major accidents, near misses and dangerous occurrences. Contact details and instructions on completion provided in the guidance notes.
Form C1	122	Parental Consent Form for Regular off-site visits / activities. To be retained at school.
Form C2	123	Parental Consent Form for off-site activities falling within categories B and C. For example, this form to be completed for <u>all</u> Residential Visits. To be retained at school.
Form RA1	125	Risk Assessment Questionnaire. This form to be completed by the Party Leader, gathering as much information as possible on the venue to be visited. This Form must be signed by a representative from the establishment being visited. A copy of this to be retained by the school and a copy sent to the LEA Trips and Visits Adviser as part of the Risk Assessment for activities falling within categories B and C
Form RA2	128	Generic risk Assessment to be completed for <u>all</u> off-site visits. A copy of this to be retained by the school and a copy sent to the LEA Trips and Visits Adviser as part of the Risk Assessment for activities falling within categories B and C
Form EVC1	131	Educational Visits Register. All off-site visits to be registered in this log. To be maintained by the EVC and retained at school.

Form EVC2	132	Types of Visit - Staff Experience Register for <u>different categories of visits</u> . A separate form should be completed for each Party Leader in the school. This will help the EVC assess the suitability of staff for different activities / visits. To be retained at the school
Form EVC3	133	Staff Experience Register. This form should be completed by all accompanying adults on off-site visits to record their roles / responsibilities and progressive development. To be retained by the EVC at the school
Form EVC4	134	Group Leaders' Qualifications. This should be completed by the EVC and should provide an accurate up-to-date record of staff qualifications in relation to off-site visits. For example, it should include details of First Aid qualifications and National Governing Body Award qualifications.
Swimming Pool Checklist	135	To be completed for visits to swimming pools. If visiting a City of Salford Swimming Pool much of this will be covered by their own risk Assessment.
Form D1	136	Volunteer Drivers Form. To be completed by all parents willing to transport pupils on school visits. To be retained at the school.
Form 1(a)	137	Pupil staff List. To be completed by the party leader for each off-site visit.

OUTLINE PLAN CHECKLIST

This checklist is to help the EVC and Party Leader to ensure:

- The health, safety and welfare of young people and staff.
- The maximum educational benefit to pupils.
- Effective management, planning, organization and leadership

The checklist may be an aide memoire and note pad to be used by the party leader or could provide a formal record for the Head and Governors. It may therefore be used by the Head to decide whether final approval for a visit is given.

- | | | |
|---|--|--------------------------|
| | | ✓ |
| • | PARTY LEADER
Is there a clearly identified party leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity? | <input type="checkbox"/> |
| • | PURPOSE
Is there a clearly defined purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group? | <input type="checkbox"/> |
| • | RISK ASSESSMENT
Has the party leader assessed the risks involved in all aspects of the visit or activity and recorded the significant findings (or made reference to a previous record, with amendments as necessary?) | <input type="checkbox"/> |
| • | LOCATION
Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group? | <input type="checkbox"/> |
| • | ADVICE
Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? This may be the LEA Trips & Visits Co-ordinator or a member of staff who has a co-ordinating role for off-site activities within your establishment? | <input type="checkbox"/> |
| • | APPROVAL

Does the proposed activity fall within 'Category B or C'? You will need to <u>notify</u> the LEA for Category B and <u>gain approval</u> for Category C. | <input type="checkbox"/> |

FORM 1 continued...

• **VENUE**

Does the visit involve hazardous activities booked through commercial, charitable or private providers?

If so, have you forwarded a copy of Form RA1?

Is there a contact name, address and telephone number known for the visit venue?

• **STAFF**

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so?

Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?

Does staffing include male and female supervision, where necessary?

• **STAFF / PUPIL RATIO**

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed?

Do plans and staffing ratios reflect the needs of people with disabilities?

• **PRELIMINARY VISIT**

Has the party leader made a preliminary visit to the site or centre to be visited, to check arrangements?

If this is not possible, the group leader must gather as much information as possible in the area to be visited from reliable sources. **Use Form RA1.** If not, has action been taken to ensure the party leader is aware of potential hazards and opportunities?

This awareness will inform the party leader as to the appropriate categories of the proposed trip.

• **PARENTAL CONSENT**

Has parental consent been obtained for the visit as a whole and for any hazardous activities planned? Form C1 or C2 as appropriate.

FORM 1 continued...

• **THE PROGRAMME**

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the young people prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the participants?

Is there an alternative programme in the event of poor weather, for example?

• **ORGANISATION**

Are sufficient staff aware of dietary and medical needs of young people and staff?

Have suitable and sufficient first aid arrangements been made?

• **TRANSPORT (See Section 7)**

Is appropriate and legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Will departure and return times be made known to staff, young people and parents?

Is there a contingency plan, in the event of a delay or early return?
See Appendix 1 & 6.

• **FINANCE AND INSURANCE**

Have adequate arrangements been made to finance the visit and manage the finances?

Are you aware of VAT regulations e.g. regarding criteria for VAT recovery?

Is there adequate and relevant insurance cover?

FORM 1 continued...

• **BRIEFING FOR YOUNG PEOPLE**

Will the young people be properly briefed on the activities they will undertake during the visit?

The briefing may need to include:

- appropriate clothing and equipment
- rendezvous procedures
- safety risks of jewellery
- groupings for study or supervisory purposes
- a system of recall and action in emergencies
- agreed codes of conduct and behaviour
- significant hazards
- relevance to prior and future learning

• **BRIEFING FOR STAFF**

Will the party leader also brief adults and voluntary helpers?

The briefing may need to include:

- anticipation of hazards and the nature of the programme.
- defining roles and responsibilities of staff.
- careful supervision, to cover the whole time away.
- standards of behaviour expected from young people.
- regular counting of participants.
- how much help to give to young people in their tasks.
- a list of names of group provided by party leader.
- emergency procedures.

FORM 1 continued...

- **EMERGENCY CONTACT**

Have named points of contact been identified at home or at “base” in the event of an emergency, who have a contact list of the group members, including staff, and a programme of the group’s activities?

Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?

- **PREPARATION AND COMMUNICATION**

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

- **FOLLOW UP**

Have arrangements been considered for appropriate follow up work and evaluation after the visit? Form 3

Has a report been provided for the Head or other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?

Have other records been completed related to vehicles or equipment, for example?

Have financial records been completed?

FORM 2

EDUCATIONAL TRIPS AND VISITS PROPOSAL FORM

This form is to be completed by party leaders planning activities which fall within Categories A, B, and C and signed by the Head or Manager of the establishment. **For category B and C trips the form must be sent with a copy of the risk assessment to:** The LEA Trips and Visits Co-ordinator, Inspection and Advisory Service, Minerva House, Pendlebury Road, Swinton, M27 4EQ at least **4 weeks in advance of the planned trip.**

SCHOOL OR ESTABLISHMENT: (name, address and telephone number)

DATE OF VISIT:

VENUE:

**PROVIDER / ACCOMMODATION
(name, address and telephone number / fax / email):**

PURPOSE OF VISIT (and details of activities to be undertaken):	Category A, B, C?
---	------------------------------

MEANS OF TRANSPORT:

NUMBER OF YOUNG PEOPLE:

Male: Female: Total:

Age range:

FORM 2 continued...

NAMES OF STAFF (plus qualifications if appropriate):

Party Leader:

Other teaching staff:

Non – teaching staff:

EMERGENCY CONTACTS (at home base)

Name:

Position:

Telephone number:

Name:

Position:

Telephone number:

- Attached is a copy of the risk assessment for this activity.
- I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.
- I confirm that the visit will be arranged in accordance with Salford Code of Practice for Educational Trips and Visits.

SIGNED (Headteacher/Establishment manager):

DATE:

REPLY FORM TO SCHOOL / ESTABLISHMENT:

Visit / activity planning endorsed:

Visit / activity planning not endorsed because of:

(Separate letter attached Yes / No)

Further information requested:

Comments:

SIGNED:

DATE:

FORM 2 Page 2

FORM 3

EVALUATION OF THE VISIT OR OFF-SITE ACTIVITY

Party leaders are asked to complete a copy of this form for **any** educational visit or off-site activity. This must be held by the EVC for future reference.

Additionally, **for Categories B and C visits, a copy must be sent to the LEA Trips & Visits Co-ordinator** at Minerva House, Pendlebury Road, Swinton M27 4EQ

SCHOOL / ESTABLISHMENT	
PARTY LEADER	
GROUP MEMBERS	Total number of pupils: Age range: Total number of staff:
DATES OF VISIT	
PURPOSE OF VISIT	
VENUE (S) VISITED	

Please comment on the following features:

Comment:

Pre-visit arrangements with the organization	
Travel arrangements	

FORM 3 continued...

Please comment on the following features:

Comment:

Content of education programme provided	
Staffing and Instruction	
Equipment	
Suitability of Environment	
Accommodation	
Food	
Evening Activities (where appropriate)	
Communication with the organization during the visit	
Other features (e.g. amendments to Risk Assessment).	
Additional comments and notable incidents (please attach supplementary sheets where necessary)	

Signed:

Date:

FORM 4

Incident Report Form

School:	_____
Name of Staff:	_____
Date of incident:	_____
Place:	_____
Incident Facts:	_____ _____ _____ _____ _____
Action decided upon, taken and by whom:	_____ _____ _____ _____ _____

Signed: _____ Date: _____

PERSONNEL FORM F28



REPORT OF AN ACCIDENT OR DANGEROUS OCCURRENCE

Please copy to Safety Officer (Personnel Services),
to Insurance Officer (Corporate Service, Finance Division), and the Director of Education and Leisure

(1) Surname (Mr.Mrs.Miss.Ms)		(2) Forenames		(3) Department		(4) Occupation		(5) Age		
(6) Approx. length of Service			(7) Injured person based at			(8) Was injured person employed by the Council		(9) Home Address		
(10) Day and date of incident		(11) Time of incident		(12) Did the injured person resume work on day on incident?		(13) On the day of the incident, between what hours: Was injured person expected to work? From _____ To _____ Did injured person actually work? From _____ To _____				
(14) Exact location of incident			(15) Did injured person go to hospital? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, was he/she admitted as an inpatient for more than 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/>			(16) Injuries received (specify left or right where appropriate. If injuries were reported by injured person by not observed by Supervisor, please state).				
(17) Name of witnesses										
Surname			Forenames			Department		Home address		
(18) What was the incident and how did it happen? (If a fall of person, plant materials etc, state height of fall. If caused, or contributed to, by any defect on the premises or by the condition of furniture, etc please state. If necessary continue overleaf).										
(19) If the incident involved machinery, plant, a vehicle etc, please state Nature, name, type of machinery etc Part inflicting injury If in motion by mechanical power at time Yes <input type="checkbox"/> No <input type="checkbox"/>					(20) At time of incident was injured person authorized for the purpose of his/her work: To be where he/she was? Yes <input type="checkbox"/> No <input type="checkbox"/> To be doing what he/she was? Yes <input type="checkbox"/> No <input type="checkbox"/>					
(21) What action has been taken to prevent the incident happening again?										
(22) Signed			Date			(23) Countersigned			Date	
Designation (Supervisor, e.g. foreman, Area/District Officer, Teacher, Cook Supervisor, Officer in Charge etc					Designation (Manager e.g. Chief Officer, Headteacher, Area Controller, Homes Officer, Division/Section Head etc)					

TO BE COMPLETED BY A SUPERVISOR.PARTY LEADER

RECORDING AND REPORTING ACCIDENTS AND INCIDENTS

Filling in the Accident Form F28

All accidents, occupational diseases, dangerous occurrences and incidents including acts of violence, which occur to: employees whilst at work, or non employees who are affected by an employee's work activity, must be recorded on Form F28. This must then be sent to your Directorate Personnel or Administration Officer. (Minor accidents to pupils must be recorded in a separate book, although major accidents must be reported on Form 28). Please remember the following points:

1. Accident Form 28 must be completed by the injured person's SUPERVISOR and countersigned by a manager.
2. For near misses and dangerous occurrences please complete as much of the form as possible.
3. Box 3. Please ensure this is your school.
4. Box 4. If this is for a non-employee please state relationship to Salford; e.g. pupil, client, contractor, visitor etc.
5. Box 7. Please write the name of the school. The address is not necessary unless not named.
6. Box 14. The exact location within the building could be a room number, or main staircase, or up a ladder, or near the dustbins etc. If outside, give the street name or house number, or grid reference if in the countryside.
7. Box 16. Record what you know about the injury at the time. This may include 'broken lower left arm' or 'suspected broken lower left arm' or 'painful left arm'. You may notice that the injury is swollen, so include this also. For internal injuries describe it as 'pains in the back' or 'pains in abdomen'. You may receive a more accurate description from a medically qualified person, but if you include this, please state who this is.
8. Box 17. Witnesses can be a person who:
 - a) Actually saw the accident take place. This person is known as an 'eye witness'
 - b) Saw only part of the chain of events or aftermath e.g. a First Aider; or
 - c) Did not see anything, but has some information about the site or the activity.
9. Box 18. Be brief, but describe what the person was doing and what happened. For example, 'whilst walking down the stairs, the casualty lost balance and fell to the floor', or 'whilst using the photocopier she received an electric shock'. If you want to write anything further, put this on a separate sheet of paper. This could include (for example) a full investigation report or a few brief notes about the history of the situation. It could include hearsay or speculation, but you must state that it is only hearsay or speculation. If the accident involves machinery, chemicals or electricity, please inform the Safety officer by telephone 0161 736 4006.
10. Box 21. Please record what has been done and/or what must be done to prevent a recurrence. For example: 'I have disconnected the machine and have asked the Service Engineer to call' or 'I have told the casualty to take more care on the stairs and asked my Manager to replace the stair carpet'.

THE SUPERVISOR'S DUTY IN RELATION TO RIDDOR 1995

The report of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require that certain accidents have to be notified (by telephone) and reported (using Form F2508) to the Health and Safety Executive in Manchester.

This function will be carried out by your Personnel or Administration Officer: Telephone 0161 778 0123.

In order to do this, **YOU** need to inform your Personnel/Administration Officer by **TELEPHONE as soon as possible, then follow up by sending them copies of Form 28 (as soon as possible) in the event of:**

- death due to an accident of a person on your premises or under your control;
- fracture/break of any bone (except for toe, finger or thumb);
- amputation;
- dislocation of muster, hip, knee or spine;
- loss of sight (whether temporary or permanent) or serious eye injury;
- any injury requiring resuscitation;
- any injury to an employee requiring hospitalization for 24 hours or more;
- any injury to a non employee who is taken to hospital;
- any Dangerous Occurrence (i.e. 'near miss') which could have seriously injured someone; or
- any accident to person at work resulting in more than 3 consecutive days off work.

FORM C1

Parental Consent Form Regular out-of-establishment visits / activities (Category A)

Name of School:

For journeys away from the school lasting up to one day without overnight stay.

To the Headteacher,

I am willing to allow my son/daughter* _____ date of birth _____ to take part in activities away from the school base during the period 1st September 200_ to 31st July 200_, and for the form teacher, teacher in charge or Headteacher to sign on my behalf any forms of consent required by the hospital authorities in the event on my son/daughter* being ill or injured during the course of the journey or stay to the extent that a surgical operation or serum injection becomes necessary, provided the delay required to obtain my own signature might be considered likely in the opinion of the doctor or surgeon concerned to endanger my son's/daughter's* health or safety.

All pupils are covered by the City Council's third party liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the City Council or one of their employees. These arrangements do not provide personal accident cover.

Signed: _____ **Parent/Guardian** _____

Address: _____

Tel No: **Home** _____ **Mobile** _____ **Work** _____

If not available at above, please contact:

Name: _____ **Tel No:** _____

Address: _____

**Name, Address and
telephone number of
family Doctor:** _____

* Delete as necessary

FORM C2

PARENTAL CONSENT

For Off-Site Activities (Category B and C)

Dear Parent / Guardian,

Please complete and return the form below which relates to the forthcoming journey or activity for which you have already received details. The form gives your consent for your child to take part in this activity.

SCHOOL, COLLEGE OR CENTRE

VISIT OR ACTIVITY

DATES AND TIMES

NAME OF CHILD OR STUDENT

DATE OF BIRTH

SPECIAL DETAILS

Any relevant information concerning your child's health requiring special attention but which does not prevent him or her taking part must be noted below. For example does your child:

- have any allergies?
- take medication and if so what is the dosage required?
- experience travel sickness?
- have diabetes, asthma or epilepsy?

Has your child had any relevant recent illness?

Does your child have any specific dietary requirements?

FORM C2 continued...

Do you have any additional comments?

Swimming ability (for water based activities)

Is your child able to swim 50 metres? YES / NO

Is your child water confident with regard to the proposed activity? YES /NO

- **I would like my son / daughter to take part in the above mentioned visit or activity and having read the information provided agree to him / her taking part in the activities described.**
- **I consent to any emergency medical treatment required by my child during the course of the visit.**
- **I confirm that my child is in good health and I consider him / her fit to participate.**

SIGNATURE OF PARENT / GUARDIAN _____

DATE _____

NAME OF PARENT / GUARDIAN _____

ADDRESS _____

TELEPHONE NUMBER (HOME) _____ **(WORK)** _____

NAME OF FAMILY DOCTOR

APPROXIMATE DATE OF LAST TETANUS INJECTION

FORM C2 Page 2

FORM RA1

RISK ASSESSMENT QUESTIONNAIRE - For all Providers

The party leader must ensure this form is completed as part of their Risk Assessment for the visit. Ideally, this should be completed during a pre-visit and signed by a representative from the Centre / Establishment as being an accurate record.

This Form is for use when accessing facilities provided by LEA, commercial, charitable and private establishments. A copy should be submitted to the LEA as part of your Risk Assessment for activities falling within categories B& C

Name of Company: _____

Name of Centre: _____

**Communication
Address:** _____

Telephone Number: _____ **Fax:** _____ **E-mail:** _____

Name of School to which this questionnaire relates: _____ **Party Leader:** _____

1) Does the Company/Centre or provider hold a Licence under the Adventurous Activities Licensing Scheme (Young Persons Safety Act) United Kingdom only? Yes / No

A.A.L.A. Licence No. _____

OR

2) Does the Company/Centre or provider have any independent accreditation to run Outdoor and Adventurous Activities? Yes / No

3) Do you have a written Code of Conduct to which groups must adhere? If yes, please provide a copy? Yes / No

Copy attached Yes / No

4) Where applicable, do all facilities used comply with relevant statutory requirements, e.g. Health and Safety at Work Act 1974; DfEE Guidance on Health and Safety of Pupils on Educational Visits (1998); Environmental Health Transport requirements? Yes / No

FORM RA1 continued...

5) Are premises used covered by a current Fire Certificate? Yes / No

If not, what other Fire Authority advice has been sought and adopted? Yes / No

6) Do you have Risk Assessments for all activities planned? If so, can you please provide these. Yes / No

7) Do you have written emergency procedures? If so, please send a copy. Yes / No

Copy attached Yes / No

8) Will you provide on request the name and address of recent users to whom references can be made? Yes / No

9) Do you provide opportunities for preliminary visits? Yes / No

Staffing

10) Do your designated supervisory staff have the experience and competencies appropriate to work with the group in question? Yes / No

11) Do you provide regular opportunities for liaison between your designated staff and visiting staff? Yes / No

Acting Staffing

12) Where Adventurous Activities are provided are all staff who will be directly supervising each activity qualified under the relevant National Governing Body? Yes / No

Please give details of these staff and their current qualifications and experience.

13) Where no National Governing Body exists for a particular activity do you have a written Code of Practice for each activity? Yes / No

14) Does this Code cover: Yes / No

• Written procedural guidelines for staff? Yes / No

• Instructor: student ratios? Yes / No

• An induction course? Yes / No

• In-house training to a prescribed syllabus? Yes / No

If yes, please provide a copy.

Copy attached Yes / No

FORM RA1 continued...

Activity Equipment

15) Do you have a written and prescribed system of safety checks? **Yes / No**

16) Do you have a written and prescribed maintenance programme? **Yes / No**

17) Is there sufficient equipment of appropriate size for the number of pupils in the Group? **Yes / No**

18) Where national standards exist, does the equipment conform to those standards? **Yes / No**

19) Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity? **Yes / No**

Please state the limit of indemnity: £

20) Do you have a procedure for dealing with complaints? **Yes / No**

If yes please give details:

21) Please give any additional information which you think will be helpful to the party leader and to the City of Salford Education and Leisure Directorate.

Signed: _____ **Date:** _____

Name: (Print): _____

Position in Organisation: _____

FORM RA2

**GENERIC RISK ASSESSMENT
 Educational Visits Risk Assessment**

Visit to:

Dates of Visit:

Party Leader:

Persons considered in the Assessment:

Risk Assessment carried out by:

Date of Assessment:

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND / OR ACTIONS TO BE TAKEN

FORM RA2 continued...

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND / OR ACTIONS TO BE TAKEN

FORM RA2 continued...

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND / OR ACTIONS TO BE TAKEN
OTHER		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER / MANAGER (CATEGORY A) AND THE LEA (CATEGORY B AND C).

Signed: _____ Date: _____

FORM EVC1



EDUCATIONAL VISITS REGISTER - Form to be held by EVC

Name of Establishment:

Educational Visits Co-ordinator:

Date(s) of Visit	Where	Purpose / Brief Description	Category	Number in Party	Year Group	Transport	Name of Leader / Accompanying Staff

FORM EVC2

TYPES OF VISITS - Staff Experience Register

This form is to be used by the EVC and colleagues leading out of school trips and visits. One form should be completed for each Party Leader in a school. The information should help the EVC to assess the suitability of staff to take on Party Leader roles for different activities. It must be kept on file by the EVC, with additional details logging specific trips.

Name:		School:			Date:	
Category of Visit	Planned Activities/Tasks during visit	Professional and/or Personal Experience	Subjective rating of experience			
			Little	Some	A Lot	
Category A						
Category B						
Category C						

FORM EVC3

STAFF EXPERIENCE REGISTER. Each member of staff (teaching, non-teaching, volunteer) should complete this form as an on-going record of experience.

NAME:

Date of Trip	Category A, B or C	Responsibility	Activity Programme

FORM EVC4

EDUCATIONAL VISITS – GROUP LEADERS’ QUALIFICATIONS

Name of Establishment:

Educational Visits Co-ordinator:

Leader’s Name	Post Held	Date Appointed to School	Relevant Qualifications	Date Qualified	Brief Description if necessary	Date Qualification needs to be Renewed if applicable

USE OF SWIMMING POOLS CHECKLIST

To be completed before visit by party leader and form part of Risk Assessment Process

	YES	NO
• Is there regular testing of water quality?		
• Are accurate signs displayed indicating the depth?		
• Is the depth of the water less than 1.5 metres? (If so diving must not be permitted)		
• Is there a resuscitator? Are the lifeguards trained in its use?		
• Is there poolside rescue equipment?		
• Is there a poolside telephone and an alarm?		
• Is an emergency action plan displayed?		
• Are normal operating procedures available?		
• Is there constant pool supervision?		
• Is the swimming pool room, in the case of an indoor pool, locked when not in use?		
• Do the supervisors have current National Pool Lifeguard Qualifications?		
• Is the number of pupils / students supervised by one qualified adult fewer than 20?		
• Are the changing and shower facilities clean, hygienic and secure?		
• Do the pupils / students know not to leave any group member alone at any time in the pool?		
• Is the pool accessible for S.E.N. users?		
• Does it cater for relevant cultural and religious factors?		
• Has instruction on behaviour been given to swimmers?		
• Are spectators accommodated and supervised safely?		

FORM D1

VOLUNTEER DRIVERS FORM

1	To: The Headteacher _____ School
----------	----------------------------------

I confirm that I am willing to use my own vehicle for transporting pupils on school visits. I accept responsibility for maintaining appropriate insurance cover (Social, Domestic and Pleasure). I have a current valid driving licence and will ensure that my vehicle is roadworthy in all respects.

2	Signed: _____
----------	---------------

3	Address: _____ _____ _____ _____
----------	---

4	Date: _____
----------	-------------

The LEA and the school reserve the right at any time to request copies on any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence.

FORM 1(a)

PUPIL STAFF LIST – to be completed by the Party Leader for each off-site visit

Surname	Forename	Date of Birth	Address	Next of Kin	Contact Telephone Number	Relevant Medical Information



Safety in Outdoor Education

Health and Safety Guidance Notes

City of Salford

Revised 2003

SECTION 15 Safety in Outdoor Education

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15.1 OUTDOOR AND ADVENTUROUS ACTIVITIES

"I am happy to place on record that the government supports the role of adventure as part of active education, especially in helping young people to learn about assessing and managing risk, in offering them new and exciting challenges, and in helping them to gain skills in leadership and team working that will be of huge value in their progression to adulthood."

The Prime Minister, Tony Blair, in support of the Campaign for Adventure, English Outdoor Council, in September 2001.

Introduction

- 15.1.1 Outdoor and Adventurous Activities can make a significant contribution to the education of all children at any Key Stage. Outdoor and Adventurous Activities (OAA) is one of the six activities that are a statutory part of the PE curriculum. Schools can decide which four or five activity areas to cover in their PE programme. However, many schools include a residential stay in their school curriculum and this can include outdoor and adventurous activities.
- 15.1.2 Outdoor and Adventurous Activities can make a significant contribution to the development of cross-curricular skills through its use of problem solving methods and approaches. Of equal significance is the impact that OAA can make on pupils' personal and social education. Many of the activities encourage self-confidence and self-reliance as well as activities that require pupils to work as a team and value the contribution of others. To be successful in OAA requires pupils to work co-operatively, communicate effectively, and review and reflect on their actions.
- 15.1.3 This document outlines the safety considerations that must be followed to ensure that Outdoor and Adventurous Activities are carried out safely in all Salford schools, youth establishments and LEA centrally organised activities. It should be read in conjunction with the first section of this folder: '**Educational Trips and Visits**' if the activity is to take place away from the establishments grounds. This is a new document, its contents having been extracted from the Code of Practice for Educational Trips and Visits so as to make the guidance more 'user friendly'. However, it is important that the DfES documents listed below are also referred to in the planning of school visits. These will normally be kept and updated by the Educational Visits Co-ordinator nominated by the school, Youth Service Officer or Service Manager.
- Heath & Safety of Pupils on Educational Visits: 1998: ref. HASPEV2
Standards for LEAs in Overseeing Educational Visits: 2002: ref. 0564/2002
Standards for Adventure: 2002: ref. 0565/2002
Handbook for Group Leaders: Dfes 0566/2002
These are available from DfES publications on 0808 100 50 60 or can be downloaded from <http://www.teachernet.gov.uk/visits/>.
- 15.1.4 Some activities in this section are subject to the Adventure Activities Licensing Regulations. These regulations place legal obligations on providers of activities falling within the scope of the regulations to be licensed by the Adventure Activities Licensing Authority. The regulations are aimed at anyone who provides, in return for payment, adventure activities to schools or the public for young people under 18.

- 15.1.5 It is essential that teachers, youth workers or other SCC employees organising adventure activities understand the implications of the regulations, both to ensure compliance where necessary and to avoid inadvertently breaking the law.
- 15.1.6 Schools are exempt from the need to hold a licence providing they do not 'sell' places to other schools. However, now that there are legally stated expectations of qualifications, experience and other standards in relation to defined activities, these are likely to be applied by the courts, irrespective of whether the organisation was subject to, or exempted from, licensing. Schools providing their own adventure activity programmes should follow the qualification requirements detailed in Appendix 23.
- 15.1.7 Salford Education and Leisure Directorate currently holds two AALA licenses. One is held by Lledr Hall Outdoor Education Centre, and one shared between Salford Watersports Centre and Salford Youth Service.
- 15.1.8 Notification to the LEA is required for activities provided by Lledr Hall OEC. For further advice refer to Educational Trips and Visits Code of Practice or contact the Educational Trips and Visits Adviser at Minerva House.
- 15.1.9 The Outdoor Education Advisers Panel has issued good practice guidance on overseas expeditions. Schools or youth organisations planning such visits should contact the Educational Trips and Visits Adviser for a copy. An overseas expedition is a category C visit and thus requires approval from the LEA. This should be sought well in advance and prior to the payment of deposits or signing of contracts.

15.2 THE ADVENTURE ACTIVITIES LICENSING REGULATIONS 1996

Introduction

15.2.1 These Regulations were passed under the Activity Centres (Young Persons' Safety) Act 1995 and introduce a licensing scheme for 'adventure activity' providers.

The Licensing Authority

15.2.2 Under the 1995 Act a Licensing Authority was established. The present Regulations set out the legal framework within which the Licensing Authority must work. The Licensing Authority has to consider applications for licences from providers, carry out an inspection, and decide whether to grant a licence. Conditions may be attached, such as restrictions on activities and the duration of the licence, and there is also the power to revoke a licence. The governing legislation is the Health and Safety at Work Act 1974, as updated, and the emphasis is on the evaluation of the provider's risk assessment and management when considering an application. Such aspects as instructor qualifications and experience, supervision ratios for parties, first aid and emergency policies and procedures, accident records, and the equipment and facilities of providers, are all taken into account. There is an inspection cycle and a licence renewal system at expiry, as well as a complaints machinery.

Activities Covered by the Regulations

15.2.3 The following activities are within the scope of the Regulations:

CLIMBING	WATERSPORTS	TREKKING	CAVING
Rock climbing	Canoeing	Mountaineering	Caving
Abseiling	Kayaking	Hill walking	Potholing
Ghyll scrambling	Dragon boating	Fell running	Mine exploration
Gorge walking	White water rafting	Orienteering	
Ice climbing	Sailing	Pony trekking	
	Sailboarding	Off road cycling	
	Windsurfing	Off piste skiing	
	Wave skiing		
	Improvised rafting		

These activities are subject to detailed definition in the Regulations, which should be consulted directly in cases of doubt. Some activities within the above table can be exempt given certain conditions, artificial abseil towers and climbing walls for example. In their publication 'Guidance on Regulations to the Licensing Authority' the Health and Safety Commission provide further details as to the hazard levels within each of these activities, and the corresponding qualifications required of group instructor/leader and the technical expert advice available to the provider.

The Act only applies to activities within Great Britain, however reputable UK providers will operate to similar standards where they provide activities in other countries.

Which Providers Need A Licence?

- 15.2.4 Anyone who provides adventure activities within the scope of the scheme in return for payment (which does not have to be aimed at profit making) must have a licence and abide by its conditions. The scheme applies to all who sell adventure activities to schools and to the public for young people under 18. This can include both commercial and voluntary bodies. So a school now needs to check whether any provider it is using for regulated activities is licensed for those activities. A provider can be an individual, a group, a company, a local authority, a school, a service, a society, trust, partnership, or club.
- 15.2.5 A school does not need a licence for provision to its own pupils, but it does need a licence for provision to pupils of another school, or to other members of the public, for activities covered by the Regulations. This includes the Duke of Edinburgh Award when ex-pupils return or pupils from another school or other under-18 year olds are also provided for.
- 15.2.6 Outdoor Education Centres run by LEAs such as Lledr Hall OEC are each required to have a licence for any activities covered by the Regulations. The Youth Service needs a licence as, for example, it is a direct provider of Duke of Edinburgh Award expeditions to independent students not in school or from various schools.
- 15.2.7 A Youth Centre is regarded by the DfES as a 'voluntary association' for purposes of the Regulations and as such would not need a licence for regulated activities unless it provides for non-members as well as members. The Armed Forces can be providers but have Crown immunity from the Regulations.
- 15.2.8 A full list of current AALA licence holders together with useful advice for providers and clients is available at <http://www.aala.org.uk>

15.3 GENERAL CONSIDERATIONS

15.3.1 Adventurous use of the outdoor environment is nationally recognised as making an important contribution to the broad curriculum of school or centre. Part of the value of this approach lies in the spirit of adventure, of apparent risk and in the satisfactory conclusion of an expedition or activity in the face of natural hazards and difficulties. This sense of adventure can only be maintained safely with competent leadership based on sound personal experience.

15.3.2 Suitably experienced leaders are best able to make specific judgements relating to the activity in the light of prevailing circumstances. This permits maximum flexibility of response by the leader to changes in weather, group disposition, individual weakness etc. Leaders must consider and apply as necessary, operational and safety procedures appropriate to the activity in question. Such guidance can be found in this document and in the guidance produced by the relevant national governing body and the DfES. Leaders should consider the following factors in relation to the particular activity.

The Group

15.3.3 Group size should reflect the difficulty and seriousness of the venue and activity, bearing in mind that in an emergency safe, swift and efficient action will be necessary. (See suggested ratios in the matrices at the end of this document).

- Group members should each have received sufficient prior training to ensure that the proposed activity forms a natural progression.
- The selected activity should be appropriate to the age, maturity and fitness of all members of the group. Care should be taken to ensure that the activity skills, abilities and experience level of any accompanying adults are significantly above those of the group members. Due regard must also be given to those group members with behavioural or special needs.

Suitability of the Site

15.3.4 Factors influencing the choice of site will include:

- The purpose and level of the activity.
- The experience and ability of the group.
- Its familiarity to the leaders.
- The time of year, weather, daylight hours and time available.

Weather

15.3.5 The effects of weather can be crucial to enjoyment, learning and safety. Leaders should obtain and act on appropriate local, recent forecasts.

- The effects of altitude and geographical features should be understood and allowance made.
- The implications of weather on route, clothing and equipment must be considered.
- Early spring and late autumn weather is notoriously changeable, creating difficulties accentuated by relatively short days.

Equipment and Clothing

- 15.3.6 All parties should be clothed and equipped appropriate to the nature of the activity and its location, the time of year and expected weather.
- 15.3.7 Having the right equipment is not in itself enough; all the party members should be familiar with its use through appropriate training.
- 15.3.8 First aid and survival equipment carried needs to be appropriate to the activity, location, remoteness and time of year. Leaders will need to plan for:
- The long term comfort and care of a casualty and the group (group emergency shelters are an excellent investment)
 - The provision of emergency food and drink
 - Emergency signalling for assistance

Staffing Levels

- 15.3.9 Supervision levels should be appropriate to:
- The venture, time of year and prevailing conditions
 - The specific activity and the skill involved
 - The level of risk and the experience of individual leaders
 - The age, ability and any special needs of the group
- 15.3.10 Leaders will need to assess whether increased staffing ratios are appropriate in specific situations, following a risk assessment of the proposed activity and venue. The generic risk assessments in appendix 1 show normal recommended ratios. It may be necessary to reduce this ratio given the above considerations.
- 15.3.11 Leaders should resist external pressures (e.g. school staffing difficulties) that reduce staffing ratios below those which the **leader** finds acceptable.

Qualifications

- 15.3.12 It is expected that group leaders hold the relevant national governing body award for the activity they are leading. It may be possible for a technical adviser to 'sign off' a leader who does not hold the relevant qualification provided that:
- They are registered and have completed the relevant training course
 - Log book evidence reflects suitable experience
 - They use a specific location
 - They are operating at or above the standard of the national award

Please contact the Outdoor Education Adviser for further information.

Risk Assessment

15.3.13 An assessment of actual and potential risks of the proposed venture must be undertaken in the early planning stages. Such considerations should take account of all the above factors and any additional issues specific to the proposed activity.

15.3.14 Appropriate measures must be taken to eliminate or reduce risks to an acceptable and justifiable level. Generic risk assessments follow in appendix 1 to 21. These are intended to give leaders assistance in completing their own risk assessments for specific activities at specific venues. Leaders should undertake a risk rating of the major hazards and the severity of outcome themselves well in advance of any activity. Merely copying risk assessments reflects a lack of understanding of the importance of the risk assessment process and a missed opportunity to share that process with both colleagues and young people. It is also highly unlikely to reduce the likelihood of accidents happening.

15.3.15 Risk assessments should be recorded in writing in advance of the activity.

15.3.16 Risk assessments can be divided into three categories:

- Generic risk assessments relate broadly to a particular activity but they are transferable to different locations, occasions and groups.
- Specific risk assessments are those relating to a specific site with a particular group of people and usually on a given occasion.
- Ongoing or dynamic risk assessments are those undertaken on the day, on the move and are the most important as they reflect a leader's ability to react to changing circumstances.

Unconventional Activities

15.3.17 New activities appear on a regular basis and thus will not be covered in the guidance here (e.g. kite surfing). These activities usually take time to establish a national governing body and thus a code of safe practice. The principles of risk assessment should be applied in the same way as other established activities. Existing NGB training schemes may be transferable to the activity, one example being site specific training operate safely on a high level ropes course. Leaders should contact the Head of Centre at Lledr Hall OEC for further guidance if necessary.

Unaccompanied Activities

15.3.18 Activity undertaken without direct leader supervision is an integral part of the Duke of Edinburgh Award Scheme expedition. Such activities:

- Should form a natural progression to the programme of study and pupils should be at a stage to benefit from such experience;
- Require appropriate student maturity, levels of training and experience;
- Require a system for frequent staff checks on the welfare and behaviour of participants;
- Require that advance parental, written approval has been given.

15.3.19 Indirectly supervised or unaccompanied activities should not be implemented for any reason other than that above. They should not be introduced solely as a means of overcoming staffing difficulties or providing variety and choice of activity. Organisers should note that the skills, knowledge and qualifications of the leader overseeing unaccompanied activities should normally be greater than those required for staff-accompanied activity in the same circumstances. Leaders should appreciate the need for approval of the Head Teacher/EVC and, where appropriate, the LEA and should recognise that he/she remains responsible even when the group is operating independently.

Involving Young People in Risk Assessing

15.3.20 It is considered good practice to involve all young people undertaking activities in the process of risk assessment. Examples of this practice are given at the rear of the DfES booklet 'Standards for LEAs in Overseeing Educational Visits' (HASPEV supplement 1)

15.3.21 There is a shared view amongst many outdoor educationalists that, as responsible adults, we have a duty to expose young people to well managed and reasonable risks. An example of this may be where they may perceive the risk as being high such as in a 50m abseil, but the actual risk is reasonably low. Discussion of this difference in actual and perceived risks may help them appreciate the higher risk activities they may choose to undertake with their peer group, away from the influence of adults.

Remote Supervision

15.3.22 Unaccompanied expedition groups in open country must be prepared thoroughly to enable them to maximize the outdoor opportunities available to them. It is a logical development of a progressive programme of outdoor education.

Preparations must be made as a group under the direct supervision of an agreed qualified/experienced adult practitioner.

Before the expedition takes place there must be clear evidence that the following criteria has been dealt with by the group to the satisfaction of the supervisor.

- a) Negotiated aims and objectives
- b) Negotiated site of venue
- c) Negotiated time of year.

The individual group members must be trained and assessed prior to the expedition (by the leader or documented person) on their individual knowledge or abilities in the following areas:

- a) Navigation
- b) Route planning and escape routes
- c) Appropriate equipment
- d) Campcraft skills
- e) First Aid
- f) Safety equipment (and its uses)
- g) Safety procedures
- h) Weather
- i) Recording
- j) Country Code

The area in which knowledge is assessed must be linked with the activity requirements. In training and assessing the above criteria the group must demonstrate teamwork and leadership qualities with group safety at all times a priority. If any individual fails to fulfil any requirement of the assessment, then their membership of that team should be reviewed.

During the expedition there must be checks on the welfare and behaviour of participants. Their frequency will be determined by the capabilities of the group and the nature of the expedition.

Reference should be made to the Duke of Edinburgh Award Scheme through the handbook "Duke of Edinburgh Award Handbook and Expedition Guide". Or by contacting the Duke of Edinburgh Awards Scheme direct.

15.4 Appendices: Risk Assessments

APPENDIX 1a Generic Health and Safety Risk Assessment – Hazards and Control Measures For All Trips and Visits

A risk assessment should be undertaken for all school ACTIVITIES with significant risks. This requires identifying the HAZARDS of these activities and listing the CONTROL MEASURES already taken to prevent accidents to employees and others. Below are examples.

HAZARDS	CONTROL MEASURES
<ul style="list-style-type: none"> • Children colliding • Children with different abilities/disabilities • Children being willful • Electricity (e.g. OHPs, radio/cassettes) • Gas including carbon monoxide • Bottled gas (e.g. Calorgas) • Chemicals (also asbestos) • Lifting and handling (equipment/objects) • Machinery with moving parts • Equipment (e.g. teaching and cleaning) • Vehicles (and whilst driving) • Hot surfaces and liquids (radiators/tea/wax) • Falling from height (e.g. from PE equipment) 	<p>INFORMATION</p> <ul style="list-style-type: none"> • Written procedures/information e.g. School Safety Policy statement, discipline procedure, bullying policy, schemes of work, teachers' handbook, school rules, other information. • Information and rules for out of school visits • Guidelines from LEA, DfES, N.U.T., HSE etc • Codes of Practice adopted by school • Manufacturers instructions • British or European Standard CE • Equipment check/tests • Maintenance schedule
<ul style="list-style-type: none"> • Objects falling onto people • Slipping, tripping and falling over • The weather (e.g. ice, wind, sun etc) • Violence (to pupils and staff) • Dust, fumes and smoke • Low headroom (e.g. cellars or equipment) • Flammable material (solvents, petrol etc) • Naked flames (e.g. Bunsen burners) • Animals (dogs, horses and on farms) • Insects (e.g. fleas, nits, wasps etc) • Sharp objects (e.g. edges, glass, knives etc) • Sharps and syringes 	<p>TRAINING AND COMPETENCE</p> <ul style="list-style-type: none"> • Formal education course (should include Health and Safety) • On the job training (e.g. NQTs or Assistant Caretaker) • Special course on new techniques (e.g. 3D drama) • Safety, first aid or emergency training certificates, Driving licence (and minibus training) • Risk Assessment training

<ul style="list-style-type: none"> • No first aid box • Poor housekeeping/storage • Window glass • No safety signs • No or inadequate illumination • Extreme heat or cold • No ventilation • Restricted space or access • Steep/uneven stairs • No eating/brewing facility • No toilet or washing facility • Contractors on site • Stress and pressure • Lone working 	<p>PHYSICAL PROTECTION</p> <ul style="list-style-type: none"> • Machine guards and circuit breakers • Fences, barriers and security devices • Protective clothing and equipment • Lifting and handling machine/devices • Mobile phones or panic alarms • Warning signs (e.g. wet floor, mind your head etc) • Fume cupboards and (wood dust) extraction • Access equipment (e.g. step ladders, tower scaffold) • Shelves and storage facilities • Welfare facilities (eating, washing, toilet facilities)
	<p>SUPERVISION AND MONITORING</p> <ul style="list-style-type: none"> • Adequate pupil : staffing ratios on trips • Examination and testing (electric appliances) • Safety inspections (termly) and audits (annual) • Other risk assessments (e.g. COSHH, lifting etc)

APPENDIX 1b

ACTIVITY	<p>1. GENERIC RISK ASSESSMENT FOR ALL OUTDOOR ACTIVITIES</p> <p>This must be read in conjunction with the activity risk assessments that follow</p>
HAZARDS	<ul style="list-style-type: none"> ▪ Road traffic accidents ▪ Falls from height ▪ Objects falling from height ▪ Cold related conditions & injuries ▪ Heat related conditions • Getting lost • Abuse • 'Unplanned' entry into water, drowning • Burns • Substance abuse, alcohol, drugs
QUALIFICATIONS	<ul style="list-style-type: none"> • Current First Aid • Approved Minibus Driver • Relevant National Governing Award or 'Signed Off' • Further details in matrix in appendix 3
CONTROL MEASURES	
<p><u>ANY ACTIVITY SHOULD BE PLANNED WITH THE FOLLOWING CONSIDERED</u></p> <ul style="list-style-type: none"> • Time of year of activity • Prevailing and forecast weather conditions • Daylight hours available • Times and extent of tides if a coastal activity • Relevant local knowledge • Ability and previous experience of accompanying staff • Age, ability and previous experience of young people /pupils • Swimming ability and water confidence if activity is in, on or near to water • Pupils with special needs, medical conditions or requiring particular attention • Staff to pupil ratio, defined groups and regular head counts. (See also Educational Trips and Visits Code of Practice). • Communications between staff and back to school or base • Personal protective equipment available to pupils and staff, waterproofs, footwear etc. • It is good practice to involve young people both in the risk assessment process and in the safety precautions to be followed 	
NOTES	
<ul style="list-style-type: none"> • Accidents to young people, including several fatalities, highlight the need for great care in or near water. Particularly hazardous (and not allowed) is the unplanned entry into water by, for instance, a walking group on a hot day. • Each excursion must be risk assessed on an individual basis and not to rely on 'last years' details. Recent accidents have occurred to parties lead by staff that have run incident free activities for many years. • The risk assessment <i>process</i> is most important, the final assessment on paper should only be a record that reflects that process. 	

ACTIVITY	2. DRY SLOPE SKIING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls, collisions ▪ Ski Tow • Hand & thumb injuries
RATIOS	1:10
QUALIFICATIONS	<ul style="list-style-type: none"> • Artificial Ski Slope Instructor
CONTROL MEASURES	
<ul style="list-style-type: none"> ▪ Before commencement of the session, pupils must be reminded of the safety precautions to be followed. ▪ Pupils should warm up before skiing. • The use of mittens or gloves and long sleeved clothing to cover arms is essential. • Standard operating procedures of the English Ski Council or Snowsport Wales apply. 	
NOTES	
<ul style="list-style-type: none"> • Pupils may overestimate their skiing ability and thus should not head straight for the top of the slope at the start of the session 	

ACTIVITY	3. PISTE SKIING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls, collisions • Cold related injuries • Avalanches • Getting lost • Snow blindness • Sun burn • Effects of Altitude • Inappropriate contact with strangers
QUALIFICATIONS	<ul style="list-style-type: none"> • Ski Course Organiser (SCO1): Minimum for at least one of the Party Leaders • Alpine Ski Course Leader: Recommended for Party Leader • BASI 3 (Min) or Instructor approved by the Local Ski school at the resort for teaching skiing
CONTROL MEASURES	
<ul style="list-style-type: none"> ▪ Before commencement of the session, it is recommended that pupils should 'warm up' ▪ Before commencement of the session, young people must be reminded of the safety precautions to be followed. • The use of mittens or gloves, long sleeved protective clothing and eye protection is essential. • Pupils must not be allowed to ski unsupervised. • Only qualified ski technicians may adjust bindings • Young people should be made familiar with the 'Skiway Code' 	
NOTES	
<ul style="list-style-type: none"> • At least one of the party leaders must hold the SCO Award part 1 and have 5 years of experience. Visit leaders are strongly advised to hold the Alpine Ski Leaders Award (formerly the SCOII). Ski tour companies may offer attendance on these courses in place of inspection visits. SCO II holders can upgrade to ASLA, details from the English Ski Council 0121 501 2314 • Visit leaders are advised to opt for full instructional provision of 4 or 5 hours per day. • The use of helmets with novice skiers is increasing annually. There are arguments for and against but perceived good practice changes over time; in future the use of helmets for young people may be the norm. Parents may wish to make an informed choice as to whether or not their children wear helmets. • Accidents on skiing visits often happen outside of skiing activities. Tobogganing, sledging, 'poly bagging' and ice skating all have their own associated safety issues which should be carefully considered before inclusion in a programme. • Serious accidents and fatalities have occurred as a result of misuse of hotel balconies. Balconies also present possible unauthorised entry and exit points for pupils and /or unwelcome visitors. 	

- **Staff supervised ski sessions:** The following guidelines must be applied:
- Most staff supervised sessions will usually take place following formal instructional sessions, normally towards the end of a skiing day. It is essential to recognise the likelihood of fatigue and plan accordingly.
- Sessions should only be undertaken on local, easy slopes familiar both to students and leaders, and should be of short duration.
- Where skiing is supervised from a static position, then that teacher should have sight of the whole slope and ski tow and pupils that fail to ski under control be excluded from the session.
- Under no circumstances should groups be taken off piste, on pistes unfamiliar to students or leaders or on expeditions from piste to piste.
- Most staff will not be qualified to instruct and should avoid any attempt to introduce new skills.
- Teachers who wish to ski with their groups beyond the definitions above should hold the Alpine Ski Course Leader Award.

ACTIVITY	4. ROCK CLIMBING & ABSEILING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls, objects falling ▪ Incorrect belay technique or use of belay device • Hand injuries • Leg injuries • Equipment failure
RATIOS	<p>1:12 Supervising single pitch 1:3 Multi Pitch</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Indoor and Artificial Walls: SPA training and signed off by Technical Adviser . . . check • Single pitch climbs on non remote or non tidal cliffs: Single Pitch Award • Multipitch climbs: Mountain Instructors Award
CONTROL MEASURES	
<ul style="list-style-type: none"> ▪ Before commencement of the session, pupils must be reminded of the safety precautions to be followed. ▪ Pupils should warm up before climbing. ▪ Jewellery and rings must be removed, long hair tied back to avoid entrapment in belay and abseil devices. ▪ All participants on outdoor crags should wear helmets and it is recommended that those leading on artificial inside walls also wear them. ▪ A releasable abseil rope system must be used with abseiling sessions, together with a secondary safety system for the participant. ▪ Non-participants must not wait directly under the crag nor be in the 'arrival' area for abseilers. • Standard operating procedures of the activity apply (BMC, MLTB). • Appropriate protective clothing. • Careful supervision of belaying should take place with novices. 	
NOTES	
<ul style="list-style-type: none"> • Serious accidents and fatalities have occurred as a result of accidentally clipping main climbing rope into gear loops sewn on harnesses. • Few, if any belay devices can be considered foolproof. There are a number of accidents and near misses recorded with the use or misuse of gri-gris for instance. • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	5. HILLWALKING, NOT WINTER CONDITIONS
HAZARDS	<ul style="list-style-type: none"> • Falls • Stone fall • Getting lost • Sudden changes in weather conditions • Lightning • Hypothermia / Hyperthermia
QUALIFICATIONS	<ul style="list-style-type: none"> • Walking Group Leader for remote upland and hilly terrain • Summer Mountain Leader Award for mountain terrain • Basic Expedition Leader Award for lowland terrain
RATIOS	1: 12 with another responsible adult
CONTROL MEASURES	
<ul style="list-style-type: none"> • Careful route selection • Detailed weather forecast • Appropriate protective clothing • Maps, compasses and the ability to use them in poor visibility 	
NOTES	
<ul style="list-style-type: none"> • Unaccompanied walks (or 'remote supervision' expeditions such as those undertaken by DofE groups) are seen as a separate and distinct activity. As such they will require different strategies, preparation and route choice. • They must carry their own emergency equipment. • They must have clear and concise instructions for emergency procedures and have emergency contact numbers. These in turn must be permanently manned by a person who has a clear idea of the necessary action to be taken. • It is good practice for each group member to have a waterproof card with contact numbers and the names of the other group members plus an emergency action plan. • Mobile phones are frequently out of range in the hills and although useful at times, must thus be regarded as just another layer of cover. • DofE training and assessment expeditions must be approved by the Adviser for Educational Trips and Visits. • Notification / approval for other hillwalking trips is also required from the LEA. • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	6. MOUNTAIN WALKING, WINTER CONDITIONS
HAZARDS	<ul style="list-style-type: none"> ▪ Falls ▪ Cold related injuries • Avalanches • Getting lost • Snow blindness • Benightment
RATIOS	1:6
QUALIFICATIONS	<ul style="list-style-type: none"> • Winter Mountain Leader Award
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast, weather history and avalanche report if available • Appropriate protective clothing • Ice axe, crampons and the ability to use them safely and appropriately. 	
NOTES	
<ul style="list-style-type: none"> • The safe use of ice axe and crampons must be taught before venturing into terrain where they may be necessary to make safe progress. Participants in 'snow craft' training sessions must wear helmets and the site carefully selected for a safe run out for ice axe braking practice. • The British climate is dangerously unpredictable. At sea level winter conditions can be present as early as October and remain until May. Such weather conditions can occur at any time of the year on the higher ground whilst there are occasional mild periods in winter which are free from snow and ice conditions. • Climatic and underfoot conditions during the winter months are compounded by short daylight hours and the consequent implications for route length and group fitness. • 'Winter conditions' cannot be defined by exact dates and the term therefore includes: <ul style="list-style-type: none"> • all occasions when the route or any part of it is covered in snow or ice • times when the existing or the forecast weather conditions for a route include near freezing temperatures with strong winds or persistent rain or snow • This activity is category 3 and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	7. WINTER CLIMBING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls ▪ Belay failures ▪ Cold related injuries • Avalanches • Getting lost • Snow blindness • Benightment
RATIOS	1:3 Gully climbing grades 1-3
QUALIFICATIONS	<ul style="list-style-type: none"> • Mountain Instructor Certificate • British Mountain Guide
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast, weather history and avalanche report if available • Helmets for all participants • Appropriate protective clothing • Ice axe, crampons and the ability to use them safely and appropriately. 	
NOTES	
<ul style="list-style-type: none"> • This activity is category C and thus requires prior approval from the LEA even if the party leader is qualified. 	

ACTIVITY	8. GORGE WALKING / GHYLL SCRAMBLING / SEA LEVEL TRAVERSING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls • Stone fall • Sudden changes in weather conditions • Sudden changes in water levels ▪ Hypothermia • Belay failure with tensioned ropes
RATIOS	1:12 plus another responsible adult
QUALIFICATIONS	<ul style="list-style-type: none"> • SPA and site specific training for non technical venues. • Mountain Instructor Award for technical gorges / sea level traverses. • A lifesaving award if entry into deep water is likely.
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast and water level report if available • Appropriate protective clothing • Climbing helmets for all participants • Buoyancy aids for all venues where a fall into deep water is possible • Judicious belay selection and care constructing Tyrolean traverses 	
NOTES	
<ul style="list-style-type: none"> • These activities can require a depth of expertise, experience and technical ability in more than one activity. • Where entry into water is likely, leaders must carefully consider methods of safeguarding and retrieving any participant in the water. • This activity is category C and thus requires prior approval from the LEA even if the party leader is qualified. 	

ACTIVITY	9. MOUNTAIN AND OFF ROAD BIKING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls ▪ Collisions • Traffic
RATIOS	1:12, plus another responsible adult
QUALIFICATIONS	<ul style="list-style-type: none"> • No single nationally agreed award at time of writing • See appendix 4 for awarding bodies
CONTROL MEASURES	
<ul style="list-style-type: none"> • All participants must wear helmets. • Appropriate protective clothing, guards/pads, gloves are recommended • Careful route selection appropriate to the entire group. • Strict group control methods shared with all participants before departure. • Caution on long downhill sections. • Initial practical test of group ability and bike safety before departure from start point. • Safety checks to include brakes, wheels and headsets. • Leadership ability, experience and technical skills higher than those required for the chosen route. • Follow the Country Code and Mountain Biking Code. 	
NOTES	
<ul style="list-style-type: none"> • This activity carries a significantly higher likelihood of risk of injury. It is often falsely assumed that if an individual can ride a bike then they can ride off road safely. • Effective group control is more difficult than with other activities. • The term 'mountain' biking can give a false impression of the terrain best suited to this activity. • Leaders planning to cycle with groups in wild country areas must hold the relevant walking leadership award for the terrain i.e. WGL or Summer ML. • Mountain biking may be perceived as having greater environmental impact than other activities. It is important to cycle only on designated bridle paths and byways and not to contravene local agreements. • The Forestry Commission has created a variety of mountain bike trails in a number of forest areas. These are generally well planned, graded and mapped. 	

ACTIVITY	10. UNDERGROUND EXPLORATION
HAZARDS	<ul style="list-style-type: none"> ▪ Falls, trips • Rockfall • Getting lost • Bad Air poisoning • Exposure to radon • Rapid change in water levels • Drowning • Light failure • Failure of props, stopes, false floors etc
RATIOS	1:12
QUALIFICATIONS	<ul style="list-style-type: none"> • Cave Leader Award, Level 1 or 2 as appropriate • Mine Leader Award, see appendix
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast and water level prediction • Local knowledge • Familiarity of venue to leader • Appropriate protective clothing • Reserve method of lighting • Extreme caution in old mineral mines • Limited exposure in high radon areas. 	
NOTES	
<ul style="list-style-type: none"> • This activity is category C and thus requires prior approval from the LEA even if the party leader is qualified. 	

ACTIVITY	11. CAMPING
HAZARDS	<ul style="list-style-type: none"> • Burns & scalds • Hypothermia / Hyperthermia • Slips, trips and falls • Head injuries from falls with heavy sacks • Excessive loads • Sickness / hygiene related illness • Abuse / inappropriate contact with strangers
RATIOS	1:15
QUALIFICATIONS	<ul style="list-style-type: none"> • BELA if lowland terrain, or suitably experienced • WGL in Moorland / hill country • Summer ML if in mountainous area
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast • Serviceable tents, sleeping bags and ground insulation • Careful selection of campsite taking into consideration other users, likelihood of flooding. • In remote areas, careful briefing regarding areas for drinking water, personal washing, washing dishes and visiting the loo. • Careful briefing emphasising the importance of personal hygiene and the implications of not following such advice! 	
NOTES	
<ul style="list-style-type: none"> • There is a perceived risk of groups lowland camping being vulnerable to intrusion by unwanted visitors. • Different upland or ecologically sensitive areas may have their own policy regarding the management of human waste and it would be prudent to check this prior to the trip. • Perhaps the greatest hazard is of fire and the group leader should establish safety procedures and a risk assessment of which all campers are made aware: • With fixed camps, the kitchen area is particularly at risk and should have its own water and sand buckets to hand. • All containers of inflammable liquids should be so marked and safely stored. A recent serious accident highlighted the dangers of re-fuelling a 'Trangia' stove with methylated spirit whilst still alight. Meths containers are now available with a non-return valve and these must replace existing 'Sigg' bottles or any container used for re-fuelling without a non return valve. • Adequate separation between tents is important • Prohibit running and ball games in the vicinity of stoves and tents • Cooking inside lightweight tents should be avoided whenever possible. When it is necessary, appropriate safeguards should be taken. • Stoves should not be stored in sleeping areas in tents. • Only gas canisters with self-sealing valves should be used with gas lighting and gas stoves. Extreme caution be exercised when changing canisters and this should only be done in the open air, and away from lit stoves. 	

ACTIVITY	12. ORIENTEERING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls, trips ▪ Cuts, scratches, abrasions • Getting lost • Traffic • Abuse / inappropriate contact with strangers
RATIOS	<ul style="list-style-type: none"> • See notes below.
QUALIFICATIONS	<ul style="list-style-type: none"> • TOPS training for school grounds and local park recommended • BOF Instructor for woodland, forest and larger areas recommended
CONTROL MEASURES	
<ul style="list-style-type: none"> • Weather forecast • Appropriate protective clothing, long trousers and long sleeves for forest 'Orienteering' • Distinctive sound signal for 'return to base' • Participants have whistles, watches, and return to base times • Type of event to match venue and group ability • Groups of two or three initially, not a solo event from outset 	
NOTES	
<ul style="list-style-type: none"> • Star course events will give immediate feedback as to young people's ability and thus reduce the likelihood of getting lost. • Briefings should include cut off times, emergency procedures, relocation strategy, out of bounds areas etc. • Ratios. Instructor : Pupil ratio must not exceed those indicated in Educational Trips and Visits Code of Practice. 	

ACTIVITY	13. HORSE RIDING AND PONY TREKKING
HAZARDS	<ul style="list-style-type: none"> ▪ Falls ▪ Collisions • Traffic • Bites • Hygiene
RATIOS	1:10, plus another responsible adult
QUALIFICATIONS	<ul style="list-style-type: none"> • BHS Instructor
CONTROL MEASURES	
<ul style="list-style-type: none"> • All participants must wear helmets. • Appropriate protective clothing • Approved BHS provider, a member of Association of British Riding Schools, or the Welsh Trekking and Riding association (if operational in Wales). • Careful route selection appropriate to the entire group. • Strict group control methods shared with all participants before departure. • Follow the Country Code. 	
NOTES	
<ul style="list-style-type: none"> • This activity comes under the AALA regulations if it takes place in 'remote country'. • The provider should be registered with and inspected by the Environmental Health Officer of the local council. 	

ACTIVITY	14. FIELDWORK
HAZARDS	<ul style="list-style-type: none"> ▪ Falls ▪ Falling objects • Proximity to water • Rise in water levels, rivers or incoming tides • Hypothermia / Hyperthermia • Weils disease • Traffic • Abuse / inappropriate contact with strangers
RATIOS	<ul style="list-style-type: none"> • This will be dependent on year group, terrain etc. Refer to Educational Trips and Visits Code of Practice.
QUALIFICATIONS	<ul style="list-style-type: none"> • BELA, WGL or Summer ML if in remote terrain • Current First Aid
CONTROL MEASURES	
<ul style="list-style-type: none"> • Party management appropriate to location • Detailed weather forecast including tide times for coastal locations • Helmets for all participants near cliff areas (geology excursions) • Eye protection if using geology hammers • Appropriate protective clothing and footwear • Extreme caution with river studies in anything other than ankle deep water • Briefing re dangers of road traffic etc in urban fieldwork • Care with high walls on castle and fortified town visits • Be prepared to change planned activity in adverse conditions • Care with equipment, ranging poles etc 	
NOTES	
<ul style="list-style-type: none"> • A number of recent accidents and fatalities have reflected a total underestimation of the power of water and the effect of sudden immersion. River study sites should be carefully chosen beforehand and not used if water levels rise in a short period of time. Depths should alternatively be measured from bridges with due regard for the dangers of leaning over railings. • <u>Close proximity to water categorises a river study as ‘C’, requiring approval by the Adviser for Education Trips and Visits.</u> • The impact of fieldwork groups is an issue in more environmentally sensitive areas. The digging of soil pits and use of geology hammers on rocks for instance should be avoided, particularly in sensitive areas. 	

Water Activities

ACTIVITY	15. KAYAKING & CANOEING
HAZARDS	<ul style="list-style-type: none"> • Drowning • Lifting injuries • Slips, trips and falls • Hypothermia • Drifting offshore • Collision with fixed objects • Trailer accidents • Sudden changes in weather and water levels
RATIOS	<ul style="list-style-type: none"> • See Table appendix 24
QUALIFICATIONS	<ul style="list-style-type: none"> • See Table appendix 24
CONTROL MEASURES	
<ul style="list-style-type: none"> • Buoyancy Aids / Lifejackets as appropriate • Water confidence of participants ascertained • Helmets recommended for all sessions with risk of collisions with others or fixed objects • Detailed weather forecast • Throwlines carried for moving water trips • Careful handling of trailers and lifting heavy weights • Rafted open boats can provide a stable platform for initial paddling sessions or to cater for young people with particular needs. However, capsizes of rafted open boats, although unlikely, can present more problems in righting and emptying. 	
NOTES	
<ul style="list-style-type: none"> • Detailed weather forecast should help ensure avoiding offshore winds on open water • Local access agreements must be adhered to • Follow the relevant guidance for surfing if running a kayak surf session • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	16. DINGHY SAILING
HAZARDS	<ul style="list-style-type: none"> • Drowning, • Capsizes, entrapment • Lifting injuries • Head injuries (especially from booms) • Trapped fingers (winches, etc) • Slips, trips and falls • Hypothermia • Drifting offshore • Collision with fixed objects • Trailer accidents • Ropeburns • Sudden changes in weather and water conditions
RATIOS	1:6
QUALIFICATIONS	<ul style="list-style-type: none"> • RYA Dinghy Instructor
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast • Appropriate protective clothing • Buoyancy Aids / Lifejackets as appropriate • Water confidence of participants ascertained • Helmets recommended for single handed crafts with risk of collisions with boom (e.g. Toppers, Lasers) • Defined and agreed sailing area • Effective fleet communication • Safety boat 	
NOTES	
<ul style="list-style-type: none"> • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	17. POWERBOATING
HAZARDS	<ul style="list-style-type: none"> • Drowning, • Capsizes, entrapment • Lifting injuries • Engine & propeller injuries • Slips, trips and falls • Hypothermia • Engine failure • Drifting offshore • Sudden changes in weather and water conditions • Collision with fixed objects ▪ Trailer accidents
RATIOS	1:6, 1:12 if used for cover for sailing fleet Also dependant on size and safe working load of craft.
QUALIFICATIONS	<ul style="list-style-type: none"> • RYA Powerboat Level 2
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast • Buoyancy Aids / Lifejackets as appropriate • Regular servicing and safety checks • Cut engine on approach to swimmers • Flare pack and emergency kit in waterproof container if used on open water / sea • Spare means of propelling the boat • Appropriate protective clothing • Killcords used every time engine is started • Effective method of communication with shore and with fleet • Ensure seaworthiness of craft • Do not exceed safe load 	
NOTES	
<ul style="list-style-type: none"> • The safety role of powerboats may mislead groups and leaders into thinking they are inherently safe. Powerboats have the potential to increase the level of risk unless used with extreme caution. • Water trapped in the hull of a Dory was a contributory factor in a capsized and drowning in Portsmouth harbour, September 1999. • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	18. WINDSURFING
HAZARDS	<ul style="list-style-type: none"> • Drowning, • Hitting the boom/mast • Lifting injuries • Slips, trips and falls • Hypothermia • Drifting offshore • Sudden changes in weather and water conditions • Collision with fixed objects • Trailer accidents
RATIOS	1:6
QUALIFICATIONS	<ul style="list-style-type: none"> • RYA Windsurfing Instructor
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast • Appropriate protective clothing • Buoyancy Aids / Lifejackets as appropriate • Water confidence of participants ascertained • Defined and agreed sailing area • Effective communication 	
NOTES	
<ul style="list-style-type: none"> • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	19. SURFING
HAZARDS	<ul style="list-style-type: none"> • Drowning, • Slips, trips and falls • Hypothermia • Drifting offshore • Sudden changes in weather and water conditions • Rip currents • Undertow • Collision with fixed objects, rocks, other people, etc • Trailer accidents
RATIOS	1:12
QUALIFICATIONS	<ul style="list-style-type: none"> • British Surf Association Surf Coach Level 1 Coach.
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast • Appropriate protective clothing, steamers, footwear etc • Buoyancy Aids • Water confidence of participants ascertained • Defined and agreed surfing area • Effective communication • Foam boards for novices • Ankle leashes • Careful briefing • Effective form of rescue available on beach (extra board, throw line, etc) 	
NOTES	
<ul style="list-style-type: none"> • An effective form of rescue must be at hand • Water quality can vary around the coast. Check via local knowledge, surfing websites etc. • Small waves under 1' are ideal for novices • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. • Careful consideration must be given to using a buddy system to safely and effectively run a surfing session. • Establishments teaching Surfing should be British Surf Association Approved. 	

ACTIVITY	20. IMPROVISED RAFTING
HAZARDS	<ul style="list-style-type: none"> • Drowning, • Capsizes, entrapment • Lifting injuries • Head injuries • Slips, trips, trips, hits and falls • Hypothermia • Drifting offshore • Collision with fixed objects
RATIOS	1:12
QUALIFICATIONS	<ul style="list-style-type: none"> • Prior experience, in-house training, knowledge of venue <u>plus</u> suitable transferable qualification appropriate to location eg BCU Coach 3, RYA Dinghy Instructor.
CONTROL MEASURES	
<ul style="list-style-type: none"> • Detailed weather forecast • Appropriate protective clothing • Buoyancy Aids / Lifejackets as appropriate • Water confidence of participants ascertained • Helmets recommended • Defined and agreed rafting area • Effective communication • Effective safety cover and agreed procedures 	
NOTES	
<ul style="list-style-type: none"> • This activity is in-correctly <i>perceived</i> as a relatively low-key activity which appears not to require technical skill on the part of the leader/instructor. However, the potential risk is as great as with other water activities. • Participants may get over enthusiastic or 'carried away' whilst rafting. It is important to maintain effective communication to get immediate attention of all participants should a problem occur. • This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified. 	

ACTIVITY	21. OPEN WATER SWIMMING/ SWIMMING POOLS WITH NO LIFEGUARDS
HAZARDS	<ul style="list-style-type: none"> • Drowning, • Cramp • Effects of cold /Hypothermia • Drifting offshore • Cuts, stings and bites (Weaver fish etc)
RATIOS	1:8 minimum 2 staff
QUALIFICATIONS	<ul style="list-style-type: none"> • National Beach Lifeguard • National Rescue Award for Swimming Teachers and Coaches • Aquatic Rescue Test for Outdoor Activity Supervisors • Emergency Response Open Water • The RLSS are in the process of drafting a site specific award, more relevant to supervising this activity • Current First Aid (and resuscitation)
CONTROL MEASURES	
<ul style="list-style-type: none"> • Conduct the activity in suitable conditions • Water should be free from pollution • Local knowledge is essential • A tightly defined, controllable area should be identified • Good water clarity is essential • Swimming in up to waist deep water only • Diving should not be permitted • No eating for at least 60 minutes beforehand • Lifesaving equipment to hand, throwline, floats etc plus a whistle • First aid kit to hand including bivi bag/space blanket • Non swimmers / non-water confident must be identified and excluded • Careful briefing including distress signals and 'everyone out' signal • Must chose a location where there is official lifeguard cover • Young people counted into and out of the water • If the party is staying at a location with a swimming pool where no life-guard provision is made (e.g. some overseas hotels), one of the party must hold the National Rescue Award for swimming teachers and coaches or equivalent life guarding qualification. 	

NOTES

- Swimming in open water is potentially hazardous, requires very careful assessment by a qualified person and must always be adequately supervised. A disproportionate number of recent fatalities on school visits have been drownings. (8 out of 12 deaths since September 2000) Few of these had been planned swimming activities and thus had not been adequately risk assessed before hand.
- Swimming in the sea increases problems caused by variable factors such as currents, rips, waves and longshore drift.
- People that are good swimmers in pools are not necessarily as capable in open cold water. Sudden immersion can have a disabling effect and strong swimmers do drown.
- As with other outdoor activities, parents should be informed and their approval sought prior to the visit.
- This activity is category C and therefore requires prior approval from the LEA even if the Party Leader is qualified.

15.5 APPENDICES: GENERAL

APPENDIX 22

Checklist for External Providers

1. This list is intended to help visit leaders and EVC's ask relevant questions prior to a trip. The list is not exhaustive nor is it necessary to peruse every question. However an unsatisfactory answer to one or two of the issues raised would give cause for concern and thus require a deeper examination of the provider. If you are not happy with any response you receive from a provider, please contact the LEA for advice.
 - Does the provider hold a licence under the AALA regulations? Check the AALA website.
 - Have you seen the licence and is it in date and cover all activities?
 - Be aware that some potentially hazardous activities are not covered by the AALA scheme, e.g. mountainbiking, ropes courses, artificial climbing walls and abseil towers.
 - Where the provider does not offer activities in scope or operates outside of the UK, which external bodies examine the organisation?
 - For visits abroad, do accompanying staff have sufficient foreign language skills to cope with problem solving? Are all staff providing activities fluent in English? See Trips and Visits Code of Practice Trips/Visits Abroad.
 - Does the provider encourage a planning visit, pre course liaison and provide regular contact during the stay?
 - Can the provider give a list with contact numbers of previous customers of similar age group and from similar schools?
 - How far is the nearest doctor/hospital?
 - Is the programme of activities suitable, relevant and appropriate for the age group/ educational needs of the group?
 - Has the LEA checked the centre?
 - Are all the staff competent/qualified/experienced to meet the technical expertise and group management demands of the activities they are providing? How does the centre measure this?
 - How are staff recruited, what is the induction procedure for new staff and are there police checks in place?
 - Is the programme fixed and are there suitable alternatives for bad weather, etc?
 - Does the centre clearly identify the key person(s) responsible for the supervision of staff leading activities? Is that person suitably qualified? What qualifications do they hold? Are they current?
 - Does the centre have a written safety policy with guidelines for each activity, venues, and levels of staff competence/qualification/experience required for particular activities and venues? Request a copy.

- Does the centre have written risk assessments? How regularly are they reviewed?
- Does the centre have sufficiently well qualified staff to provide its own technical advice or is this provided by external person(s)?
- What ratios of pupil to instructor does the centre use? Does this vary with different activities?
- Does the centre have a policy for maintaining and checking the safety of its equipment? E.g., are buoyancy aids float tested every year? What is the lifespan of equipment? Does equipment conform to recognised standards CEN, UIAA, etc? How is defective gear isolated?
- Are the responsibilities of centre staff and school staff clearly defined? Loco Parentis?
- Does the centre have safety and conduct rules for visiting groups?
- Is there a fire drill? Does a fire certificate cover the centre? Are there smoke/ heat detectors in the rooms?
- Has the accommodation been checked? Do schools share accommodation? Are staff rooms adjacent?
- Are there clearly defined accident and emergency procedures?
- Is staff First Aid currently qualified? Does this include staff other than activity leaders?
- What types and levels of insurance are provided? For what figure is the centre covered for 3rd party insurance?
- Do centre vehicles meet statutory regulations? Seat belts? Forward facing seats? Sufficient seats for all?
- Does the centre comply with all aspects of the Health and Safety at work Act?
- What are the security arrangements for safeguarding the pupils/buildings/sleeping accommodation
- Are visitor's badged and/or distinguishable from resident parties? Is there a screening system for unwanted visitors?
- Can the provider come and give an illustrated talk to parents / pupils / headteachers / other teachers / governor

APPENDIX 23

QUALIFICATION AND RATIO MATRIX

1. Ratios, where included, are recommended, not required. It is however required, if the leader/student ratio is to be exceeded that a suitably qualified and experienced person takes decision.
2. It may also be appropriate to reduce the leader/student ratio: for example, if group members have particular behavioural or physical needs, if weather conditions are not favourable on the day.
3. Please also refer to the latest National Governing Body Guidelines for changes in recommended ratios and practice.

Glossary of Terms

CIC	Cave Instructor Certificate
LCMLA	Local Cave and Mine Leader Award
MIA	Mountain Instructors Award
MIC	Mountain Instructor Certificate
SPA	Single Pitch Award
MLB	Mountain Leader Award (Summer and Winter)
BELA	Basic Expedition Leader Award
BMG	British Mountain Guide
BHS	British Horse Society
ABRS	Association of British Riding Schools
BCU	British Canoe Union
RYA	Royal Yachting Association
SNSC	Scottish National Ski Council
BASJ	British Association of Ski Instructors
ESC	English Ski Council
SCO	Ski Course Organiser
ASSI	Artificial Ski Slope Instructor
SCOW	Ski Council of Wales

GENERAL ACTIVITIES

Activity	Age of pupils	Group leader	Recommended ratio	Qualification if necessary	Desirable
Local visit	Years 1 to 3	1	6	Previous experience	Adult helper
Local visit	Years 4 to 6	1	15	Previous experience	Adult helper
Local visit	Year 7 onwards	1	20	Previous experience	Adult helper
Residential visit	As above	1 but 2 staff as a minimum	12	Previous experience	Adult helper
Visits abroad	As above	2	10	Previous experience	
Swimming in public pool	All years	1	20	Previous experience	Adult helper
Swimming in recognised bathing location	All years	2	8	Lifeguard qualification	

CAVING/UNDERGROUND EXPLORATION

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended Ratios
Cave/mine systems with pitches over 18m	Cave Instructor Certificate holder	CIC holder	1:4
Cave/mine systems with pitches less than 18m	As above, or Local Cave and Mine Leader Award Level 2	As above	1:6
Cave/mine system without pitches	LCMLA Level 1	As above	1:10
Show cave/tourist mines beyond public areas with lit paths	As above, depending on level of activity	As above	1:10

CLIMBING

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended Ratios
Winter climbing	Mountain Instructor Certificate holder or British Mountain Guide or Aspirant Guide	MIC holder or BMG	1:3
Multi pitch rock climbing	As above or MIA	As above	1:3
Ghyll scrambling, gorge walking or sea level traversing	As above or in-house assessed depending on level of activity	As above	1:6 Technical 1:10 Non-technical
Rock climbing – single pitch	As above or Single Pitch Award	As above	1:10
Other climbing, abseiling or scrambling on man-made structures or natural features	As above or in-house assessed depending on level of activity	As above	1:10

HILL WALKING, TREKKING – on foot

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended Ratios
Mountain country – Winter	MIC or BMG or Aspirant Guide or Winter ML	MIC holder or BMG	1:8
Mountain country – Summer	As above or MIA or Summer ML or European ML	As above or MIA with Winter ML	1:10
Hill and Moorland country – Summer	As above or WGL Walking Group Leader	As above or MIA with Winter ML	1:10
Lowland country	As above or BELA or in-house assessed	As above or Summer ML	1:12
<p>'Winter' means when winter conditions, including snow and ice, prevail or are forecast; this cannot be defined by a portion of the year. 'Summer' means any conditions not covered under 'Winter'.</p>			

MOUNTAIN BIKING AND HORSE TREKKING

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended Ratios
Mountain Biking in terrain as defined in Hill Walking matrix above	The appropriate on-foot qualification as well as a mountain biking leader's qualification	The appropriate on-foot qualification as well as mountain biking leader's expertise and a qualification	1:10
Horse riding/pony trekking in terrain described in hill walking matrix above	The appropriate on-foot qualification and one of: BHS Tourism Qualification for Ride Leader, or ABRS Trek Leader Certificate	The appropriate on-foot qualification and one of: Tourism Qualification for Centre Manager, or manager of a riding establishment licensed by local authority	1:10

At the time of writing this document, there are no nationally agreed qualifications for mountain biking.

Organisations offering relevant courses are listed below (in strictly alphabetical order!): British Cycling Federation 0161 230 2301 coaching@bcf.com.uk Mountain Bike Instructor Award Scheme 0421 628114 mias@bikerider.co.uk Off Road Training Consultancy 0114 231 0240

CANOEING AND KAYAKING

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended Ratios
Advanced sea	BCU Level 3 Sea Coach with 5 Star (Sea)	BCU Level 5 Sea Coach	1:6
Sea – journeys	As above or Level 3 Sea Coach	As above or Level 3 Sea Coach with 5 Star (Sea)	1:6
Large lochs – journeys (kayaks only, see below for open canoes)	As above or Level 3 Coach	As above or Level 3 Coach with 5 Star	1:8
Sea and large lochs – activities close to suitable beaches	As above or Level 2 Coach Instructor trained for area with 4 Star (Sea)	As above or Level 3 Sea Coach or Level 3 Coach with 4 Star (Sea)	1:8
Sheltered tidal waters	As above or Level 2 Coach <i>Instructor</i>	As above	1:10
Large lochs – journeys (open canoes)	BCU Level 3 Canoe Coach with 5 Star Canoe	Level 4 Canoe Coach	rafted 1:6 solo
Advanced surf (>1 metre) surf	Level 3 Surf Coach or Level 3 Coach with equivalent surfing ability	Level 3 Surf Coach	1:6
Surf	As above or Trainee Level 3 Surf Coach	As above	1:8
Advanced white water (Grade III and above)	Level 3 Coach with 5 Star	Level 5 Coach	1:6
White water (Grade II)	As above or Level 3 Coach	As above, or Level 3 Coach with 5 Star (Inland)	1:8
Sheltered inland water	As above or Level 2 Coach	As above or Level 3 Coach	1:10

DINGHY SAILING

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended ratios
Sea/tidal waters coastal journeys	RYA Advanced Instructor Coastal	Senior Instructor Coastal and Advanced Instructor Award	Related to craft e.g. 1:3 Wayfarers etc
Sea/tidal waters – from a harbour or suitable beach	As above, or Instructor Coastal	As above, or Senior Instructor Coastal	Related to craft e.g. 1:3 Wayfarers
Inland waters	As above or Instructor Inland	As above, or Senior Instructor Inland	1:6 single handed craft 1:3 dinghies
Instructor qualifications should be relevant to craft used, i.e. dinghies or keelboats.			

WINDSURFING

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended ratios
Sea/tidal waters	Instructor Level 1 Open Sea	Instructor Level 2 Sea or RYA Windsurfing Principal or Trainer Level 2	1:6
Inland waters	As above or Instructor Level 1 Inland	As above, or Senior Instructor Inland	1:6
Ratios of 1:12 per powerboat recommended.			

SKIING / TREKKING – off-piste ski touring

Hazard Level/ Technical Difficulty	Group Leader Instructor	Technical Adviser	Recommended Ratios
Ski-mountaineering	BMG Carnet holder, or SNSC Mountain Ski Leader	BMG Carnet holder, or SNSC Mountain Ski Leader	1:6
Alpine skiing – Scotland off-piste away from marked/serviced areas	As above, or Winter ML and one of: BASI II Ski Teacher, or SNSC Club Coach or Alpine Performance Coach Level 1, or ESC/SCOW Club Coach	As above	1:6
Alpine skiing – Scotland off-piste but within the recognised boundary of serviced area shown on piste map	As above, or BASI II Ski Teacher, or BASI III ski instructor	Ski BASI 1 Ski Teacher	1:8
Nordic skiing – Scotland off-piste (away from marked/serviced areas)	Winter ML and one of: BASI III relevant to discipline, or SNSC Nordic Ski Leader, ESC/SCOW Nordic Coach (Touring), or Coach (Touring) or ESC/SCOW Club Coach	BASI II Nordic Ski Teacher or SNSC Mountain Ski Leader or Winter ML and ESC/SCOW Nordic Coach (Touring)	1:6
Nordic or alpine skiing England and Wales	As above relevant to discipline for Scotland, or Winter ML, and ESC/SCOW Tour Leader	As above relevant to discipline for Scotland, or Winter ML, and ESC/SCOW Coach	1:6

The above qualifications relate to Nordic and Alpine skiing. Nordic and Alpine refer to the particular ski disciplines, not to geographical settings.

APPENDIX 24

GLOSSARY OF OUTDOOR AND ENVIRONMENTAL ABBREVIATIONS

AALA	Adventure Activities Licensing Authority	Inspection Body for the Granting of Licences to Activity Providers
AfOL	Association for Outdoor Learning	Formerly the NAOE Association of individuals with an interest in using the outdoors as a learning medium
AMI	Association of Mountaineering Instructors	Association of MIC and/or MIA holders
AONB	Area of Outstanding Natural Beauty	
BCU	British Canoe Union	NGB for Canoeing and Kayaking in England
BMC	British Mountaineering Council	NGB for Mountaineering and rock climbing activities
BMG	British Association of Mountain Guides	Qualification for Guiding Mountain Activities in UK and Europe
BOF	British Orienteering Federation	NGB for orienteering
CCPR	Central Council for Physical Recreation	Umbrella organisation looking after the governing bodies for all sports in the UK
CCW	Countryside Council for Wales	Government's adviser on nature conservation, landscape protection and access to the countryside in Wales
CEN	The European Committee for Standardisation	Administers design and manufacturing standards in the EC, to which all PPE must adhere
CIC	Cave Instructor Certificate	Qualification for leading and instructing underground activities in caves and mines in the UK
CLA	Countryside Landowners Association	Representative and lobbying body for landowners
EML	European Mountain leader	Qualification for leading mountain walking in Europe not covering terrain with snow and/or ice

EN	English Nature	Government agency that promotes the conservation of wildlife and natural features in England
ESC	English Ski Council	NGB for skiing in England
HSE	Health & Safety Executive	
IMTB	Irish Mountain Leader Training Board	Responsible for mountain training awards in Ireland
LCLA	Local Cave Leader Award	Level 1 – leading groups underground in nominated non-vertical caves/mines Level 2 – leading groups underground in nominated caves/mines with vertical pitches up to 18m
LMLA	Local Mine Leader Award	
MCofS	Mountaineering Club of Scotland	
MIA	Mountain Instructor Award	Qualification for teaching and climbing multi-pitch rock routes in the British hills in summer conditions
MIC	Mountain Instructor Certificate	Qualification for teaching and climbing multi-pitch rock routes and snow and ice routes in the British hills in summer and winter conditions
MLA	Mountain Leader Award	Qualification for leading walking groups in the British hills in summer conditions
MLTB	Mountain Leader Training Board	NGB for Mountain Leaders
NAOE	National Association for Outdoor Education	Now called AfOL (Association for Outdoor Learning).
NGB	National Governing Body	e.g. BCU, RYA, WCA
NIMTB	Northern Ireland Mountain Leader Training Board	Responsible for mountain training awards in Northern Ireland
NNR	National Nature Reserve	
NSA	National Scenic Area	
PPE	Personal Protective Equipment	
REC	Rescue and Emergency Care	First Aid Qualification Body
RYA	Royal Yachting Association	NGB for sailing and power boating
SAC	Special Area of Conservation	

SMLTB	Scottish Mountain Leader Training Board	Responsible for mountain training in Scotland
SNH	Scottish National Heritage	Government appointed body responsible for the care of Scotland's natural heritage
SPA	Special Protection Area	
SPA	Single Pitch Award	Qualification for teaching and supervising climbing on single pitch crags
SSSI	Site of Special Scientific Interest	
UIAA	Union of International Alpine Associations	International governing body for mountaineering
UIAGM	Union Internationale Alpin Guides de Montagnes	International qualification for guiding mountain activities around the world
WCA	Welsh Canoeing Association	NGB for Canoeing and Kayaking in Wales
WMLA	Winter Mountain Leader Award	Qualification for leading walking groups in the British hills in Winter conditions
WMLTB	Wales Mountain Leader Training Board	Responsible for mountain training awards in Wales

APPENDIX 25

NATIONAL GOVERNING BODIES

British Mountaineering Council, BMC
177-179 Burton Road
West Didsbury
Manchester
M20 2BB

British Orienteering Federation
'Ribersdale', BOF.
Dale Road North
Darley Dale
Matlock, Derbyshire, DE4 2JB.

English Ski Council, ESC
Area Library Building
The Precinct
Halesowen
West Midland, B63 4AJ.

British Assoc. of Ski Instructors, BASI
Inverdrue Visitors' Centre
Inverdrue
Aviemore
Inverness, PH22 1QH.

National Caving Assoc.
Training Committee
Monommarsh House
27 Old Gloucester Road
London, WC1N 3XX.

British Canoe Union
John Dudridge House
Adbolton Lane,
West Bridgford,
Nottingham, NG2 4YA.

Royal Yachting Association, RYA
RYA House
Ensign Way
Hamble
Southampton SO31 4YA

British Sub-Aqua Club, BSAC
Telfords Quay
Ellesmere Port
South Wirral
L65 4FY.

British Surfing Association, BSA
Champions Yard
Penzance
Cornwall
TR18 2TA

Amateur Life Saving Society, RLSS
Mountbatten House
Studley
Warks.
B80 7NN.

Mountain Leader Training Board MLTB
Siabod Cottage
Capel Curig
Conway
LL24 0ET

Adventure Activities Licensing Authority, AALA
Lambourne Crescent
Cardiff Business Park
Llanishen
Cardiff
CF14 5GF

other useful websites:

www.aala.org.uk
www.teachersnet.gov.uk/visits
www.rospa.com

Useful Addresses

FLYING

British Microlight Aircraft
The Bullring
Deddington
Banbury
Oxford, OX15 0TT
Tel: 01869 338 888

Popular Flying Association –
North West Strut
Publicity Officer
Mr D Dunn
Brookdale Cottage
Croppers Lane
Bickerstaff
Tel: 01695 422 550

GLIDING

British Gliding Association
Kimberley House
47 Vaughan Way
Leicester, LE1 4SE
Tel: 0116 253 1051

HANG GLIDING

British Hang Gliding and
Paragliding Association
Mrs Burdett
The Old Schoolroom
Loughborough Road
Leicester, LE4 5PJ
Tel: 01533 611 322

HOVERCRAFTING

North West Branch of HoverCrafting
Club of Great Britain
Rev W G Spedding
26 Milverton Close
Lostock
Bolton, BL6 4RR
Tel: 01204 841 248

MOTORCYCLE SPORTS

Trial Riders Fellowship – Lancashire
Mr K Westly
6 Briars Lane
Lathom
Ormskirk, L40 5TG
Tel: 01704 893 215
MUST BE OVER 16 AND ROAD
LEGAL

MOUNTAINEERING

See Climbing

ORIENTEERING

British Orienteering Federation
National Office
“Riversdale”
Dale Road North
Darley Dale, Matlock
Tel: 01629 734 042

PARACHUTING

British Parachuting Association
Mike Carruthers
Bank House Cottage
Kirkby-in-Furness
Cumbria, LA17 7TR
Tel: 01229 889 516

RAMBLING

Ramblers Association – Manchester Area
Mrs M Gregory
5 Brindley Street
Walkden, M28 5DG
Tel: 0161 790 6179

RIDING

British Horse Society – North West
Mr Dickon Carus
12 Stamford Drive
Whittle-le-Woods
Chorley
Lancs, PR6 7HP
Tel: 01257 263 125

ROWING

North West Rowing Council
Ms Di Binley
8 De fords Avenue
Broughton
Chester, CH3 5UP
Tel/Fax 01244 343 008

Coaching and Development Office North
West
Tim Donovan
46 Princes Gardens
Highfield Street
Liverpool, L3 6LQ
Tel: 0151 227 1867

SAILING

Royal Yachting Association
RYA House
Ensign Way
Hamble
Southampton, SO31 4YA
Tel: 0845 3450400

Royal Yachting Association - North West
Mr W Rhodes
114 Long Meadow Road
Knowsley
Prescot, L34 0HT
Tel: 0151 546 5826

SKIING

English Ski Council
Area Library Building
Queensway Mall
The Cornbow
Halesowen, BR6 4AJ
Tel: 0121 501 2314

SUB AQUA

British Sub Aqua Club
Mrs Mary Tetley
Telford's Quay
South Pier Road
Ellesmere Port
South Wirral
Cheshire, CH56 4FL
Tel: 0151 350 6200

TRIATHLON

British Triathlon Association – North
West
Mark Tweedy
Sports Development Officer
Salford Water Sports Centre
Salford Quays
Salford, M5 2SQ
Tel: 0161 873 7538

WATER SKIING

British Water Ski Federation
390 City Road
London, EC1V 2QA
Tel: 020 783 32855

WINDSURFING

Royal Yachting Association
Jon White
Royal Yachting Association
RYA House
Romsey Road
Eastleigh, SO50 9YA
Tel: 023 8062 7496

Key Publications

The Canoeing Handbook,
British Canoe Union,
ISBN 0 900082 04 6

Salford City Council Drivers Handbook for Passenger Carrying Vehicles, 1997, DCC,
Transport Co-ordination Service

The Duke of Edinburgh's Award Expedition Guide, W Keay, 1996
ISBN 0 319 00896 7

Extending Opportunity: A National Framework for Study Support, 1998.
Free from: DfEE Publications Centre

First Aid Manual, 7th Edition,
St John Ambulance & British Red Cross, £9.99

Geography Outside the Classroom,
The Geographical Association,
343 Fulwood Road, Sheffield, S10 3BP
Tel: 01742 670 666

Guidance on First Aid for Schools,
A Good Practice Guide,
Free from DfEE Publications

Guidance to the Licensing Authority on Adventure Activities Licensing Regulations 1996 @
£9.00 Available from HSE Books,
ISBN 0 7176 1160 4

Health and Safety Guidance for School
Governors and Members of School Boards
£5.95 from HSE Books

Health and Safety of Pupils on Educational Visits, DfEE, 1998,
Free from DfEE Publications
Tel: 0845 602 2260

Mountaincraft and Leadership, E Langmuir, 1995, 3rd Edition, MLTB.
ISBN 1 85060 295 6

Outdoor and Adventurous Activities in Physical Education at Key Stage 2,
Guidance for Teachers, 1998, £3.00 from QCA Publications, PO Box 235, Hayes,
Middlesex, UB3 1HF Tel: 0181 867 3333

The Outdoor Source Book, £3.50,
Adventure Education, 12 St. Andrew's Churchyard, Cumbria, CA11 7YE
Tel: 01768 891 065

The Outdoor Studies Code,
Council for Environmental Education and National Association of Field Studies Officers in
co-operation with Field Studies Council and the Nature Conservancy Council

Safe Practice in Physical Education, BAALPE £25.50, ISBN 1 871228093
Available from Dudley LEA, Saltwells EDC, Bowling Green Road, Netherton, Dudley,
W. Midlands DY2 9LY
Tel: 01384 813 707

Safety on Mountains,
British Mountaineering Council, £1.50,
ISBN 0-903908-95-6

Supporting Pupils with Medical Needs –
A Good Practice Guide, Free from DfEE Publications.

Teach Orienteering, British Orienteering Federation, 1997, £15.95

Wise Before the Event, £5.00,
Calouste Gulbenkian Foundation,
ISBN 09033 1966 7